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ABSTRACT

This publication contains competency-based materials for hotel/restaurant management and culinary arts. The materials are designed for students to learn from a work station concept by rotating through a variety of real work settings in a hotel/restaurant environment. In addition, the materials indicate whether or not the students have developed competencies determined to be necessary to succeed in a variety of tasks within the hospitality industry. The curriculum materials are divided into two separate sections. The first section of the guide pertains to tasks performed within the field of hotel/restaurant management, while the second section encompasses the culinary arts. An organizational chart is provided for each section. The hotel/restaurant management section teaches tasks performed at the work stations of the front desk, front office, housekeeping, and food and beverage. Each station comprises a variety of tasks that are further broken down into specific duties. Duty sheets contain the name of the duty, the task under which it is classified, objectives, learning experiences, activities, instructional materials, and an evaluation. A student check list is provided for each duty. Work stations contained in the culinary arts section are safety, sanitation, food preparation, baking, and service and dining. Each station contains a variety of tasks broken down into specific duties. Duty sheets list the name of the duty, the task under which it is classified, performance objectives, learning activities, references, and a rating sheet for checking student competence. A master list of tasks is also included in the curriculum. (KC)

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Curriculum Guide
for Hotel and
Restaurant Management
and Culinary Arts

Illinois
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Adult
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HOSPITALITY

HOTEL AND RESTAURANT MANAGEMENT

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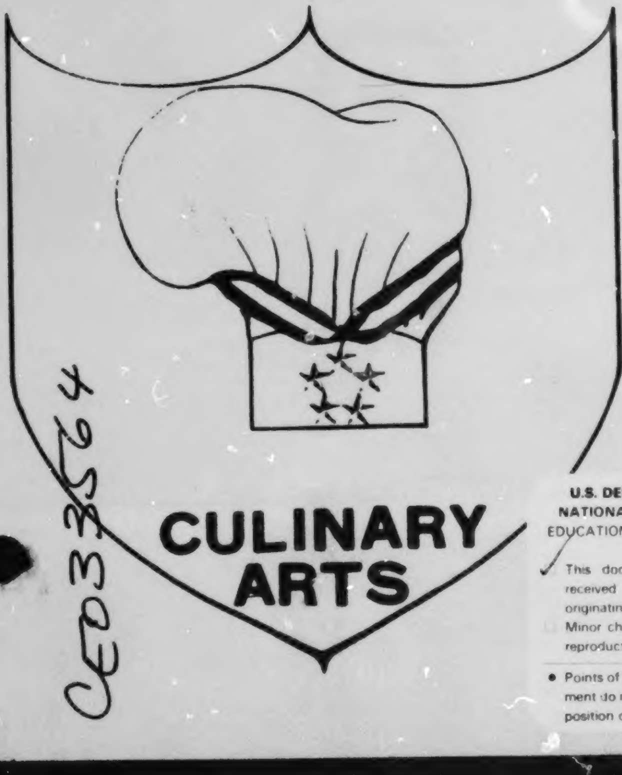

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TO THE EDUCATIONAL RESOURCES
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Joliet Junior College under contract with Illinois State Board of Education, Adult Vocational - Technical Education, developed a unique set of competency based materials for hotel/restaurant management and culinary arts. The materials are unique in that students learn from a work station concept by rotating through a variety of real work settings in a hotel/restaurant environment. In addition, the materials indicate whether or not the students have developed competencies determined to be necessary to succeed in a variety of tasks within the hospitality industry. A further uniqueness for Joliet Junior College is the operation of the Renaissance Center (a hotel/restaurant/banquet complex) which affords the students first hand opportunities to operate practical facilities while learning the skills.

The following curriculum guide may be used by a classroom instructor in a variety of approaches. The instructor may teach all the skills in the educational facilities or teach the skill in a classrooom/laboratory approach and then place the students in an off-campus situation for the first hand practical skills. The hotel/restaurant management and culinary arts curriculum materials have been divided into separate sections. The first section of the guide pertains to tasks performed within the field of hotel/restaurant management, followed by a section dedicated to the area of culinary arts.

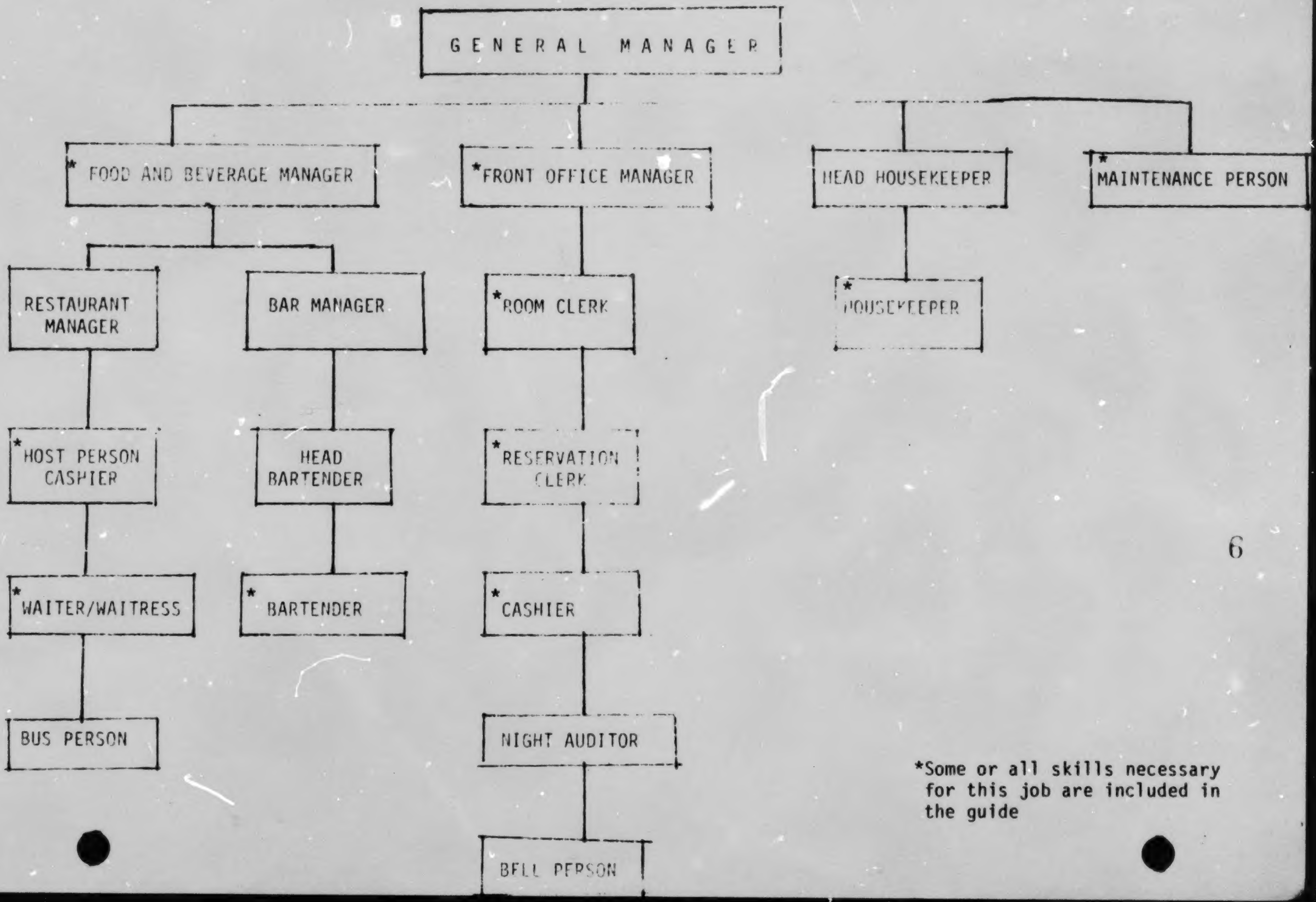
INTRODUCTION TO HOTEL/RESTAURANT MANAGEMENT

The organizational chart depicts a model which may be used to illustrate a typical reporting structure within a hotel. The size and services offered by a particular hotel may result in variations resulting in combined functions within a specific job.

The student checklist insures that each student spends time performing tasks in various segments of hotel and restaurant management. Instruction in each area should be provided through laboratory and on-the-job training procedures. Through the combined efforts of instructors and hospitality industry experts, the student should develop work station competencies suitable for entry and midmanagement level postions in the hospitality field.

Each student should be provided with a check list as they work at each work station.

ORGANIZATIONAL CHART FOR HOTEL/RESTAURANT MANAGEMENT


GENERAL MANAGER
*FOOD AND BEVERAGE MANAGER
*FRONT OFFICE MANAGER
HEAD HOUSEKEEPER
*MAINTENANCE PERSON
RESTAURANT MANAGER
BAR MANAGER
*ROOM CLERK
*HOUSEKEEPER
*HOST PERSON CASHIER
HEAD BARTENDER
*RESERVATION CLERK
*WAITER/WAITRESS
*BARTENDER
*CASHIER
BUS PERSON
NIGHT AUDITOR
BELL PERSON

*Some or all skills necessary for this job are included in the guide

TASK LIST

Hotel and Restaurant Management

FRONT DESK

Performing Room Clerk Functions

100 Register guests and assign rooms
110 Check-out guests
120 Compute occupancy report
130 Post charges to folio
140 Obtain authorization on credit card

Performing Reservation Clerk Functions

200 Receive and record reservations
210 Cancel room reservations

FRONT OFFICE

Performing Managerial Functions

300 Compute net income
310 Establish property budgets

HOUSEKEEPING

Performing Housekeeping Functions

400 Prepare housekeeping report
410 Clean a guest room
420 Make a bed
430 Clean the bathroom

FOOD AND BEVERAGE

Performing Food and Beverage Manager's Function

500 Book a conference

RESTAURANT

Maintaining Quality Service to All Restaurant Guests

600	Perform maitre d' hotel functions

Performing Cashier Functions

700	Complete guest check transaction
710	Complete credit card transaction

LOUNGE

Performing Lounge Table Service Functions

800	Serve cocktails
810	Serve beer
820	Serve wine

MAINTENANCE

Performing Maintenance Functions

900	Assist with various aspects of the maintenance department

WORK STATION: FRONT DESK

I. **DUTY:** Performing Room Clerk Functions

II. **TASK 100:** Register Guests And Assign Rooms

III. **OBJECTIVE:** Given a registration card, rack, key, credit card machine, and cash register, register guests and assign rooms. All items on the checklist must receive an acceptable rating.

IV. **LEARNING EXPERIENCE:** Report to the room clerk, who will assess your performance while registering guests and assigning rooms or the instructor will assign a problem in which you are requested to perform these functions.

V. **ACTIVITIES:**

1. Greet guests in a cordial manner. Use guest's name as soon as possible.

2. Obtain reservation status. *(May use reservation terminal if available.)

3. Present registration form to guest.

4. Complete remainder of registration form:

   A. Assign room number. *(May use front-office terminal if available.)
   B. Assign rate - indicate method of payment.
   C. List number of guests in room.
   D. Post arrival and departure dates.
   E. Initial registration form.

5. Call bell person.

6. Introduce bell person to guest.

7. Wish guest a pleasant visit.

VI. **INSTRUCTIONAL MATERIALS:**

A. Registration forms.
B. Room Rack.

* Tasks are manually described in order to make the curriculum more adaptable, however, the use of computers is encouraged whenever possible for all front-desk operations.

VII. EVALUATION:

Evaluation of students will be based on their learning experience, performance, and the teacher's and/or the hospitality industry representative's observation.

VIII. REFERENCES:

A. Books:
Vallen, Jerome J., Check In - Check Out,
Wm. C. Brown Co., Publishers,
Dubuque, Iowa

CHECK LIST 100

Register Guests And Assign Rooms

Items to be observed or checked.	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Assign room number.		
2. Assign rate - indicate method of payment.		
3. List number of guests in room.		
4. Post arrival and departure dates.		
5. Initial registration form.		

WORK STATION: FRONT DESK

I. DUTY: Performing Room Clerk Functions

II. TASK 110: Check - Out Guests

III. OBJECTIVE: Given a cash register, a completed folio and a completed reservation card, check out guests. All items on the check list must be rated acceptable.

IV. LEARNING EXPERIENCE: Report to the room clerk who will evaluate your performance while checking-out a guest or your instructor will assign a problem in which you are required to perform this function.

V. ACTIVITIES:

1. Ask guest for room number, key and name.
2. Take folio out of tray;

   Note: Ask guest if charges have been made in dining room, obtain charge information from dining room if necessary and post folio.

3. "Ring-Up" total amount of bill if paying cash or "ring-up" total if using credit card (a "C.C.") on register.
4. Complete credit card (a"C.C.") voucher or collect cash.
5. Ask guest if you may make them a future reservation.
6. File credit card folio or cash folio in designated place.
7. Pull registration card out of room rack and "time stamp" it on rack when guest leaves.
8. File registration card.

VI. INSTRUCTIONAL MATERIALS

A. Cash Register
B. Folio
C. Reservation Card

VII. EVALUATION:

Check-Out a guest-first as a charge, then as a cash transaction. Completed transactions must be 100% accurate.

CHECK LIST 110

Check - Out Guests

Items to be observed or checked.	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. "Ring - up" total amount of bill if paying cash.		
2. "Ring - up" total if using credit card (a "C.C.") on register.		
3. Complete credit card (a "C.C.) voucher or collect cash.		
4. File credit card folio or cash folio in designated place.		
5. Pull registration card out of room rack and "time stamp" it on back when guest leaves.		
6. File registration card.		

WORK STATION: FRONT DESK

I. DUTY: Performing Room Clerk Functions

II: TASK 120: Compute Occupancy Report

III: OBJECTIVE: Given a room rack and guest folios, compute an occupancy report. All items on the check list must be rated acceptable.

IV. LEARNING EXPERIENCE: Report to the room clerk who will evaluate your performance while computing an occupancy report or your instructor will assign a problem in which you are required to perform these functions.

V. ACTIVITIES:

1. Determine room occupancy by dividing total rooms rented by total number of rooms provided by property. (Figures to be obtained from room rack and folios.) (May use front-office terminal if available.)

2. List on sheet of paper, number of rooms rented, number of paying guests, total room revenue, room average (dollars/cents), guest average (dollars/cents), and room occupancy.

VI. INSTRUCTIONAL MATERIALS:

A. Room Rack
B. Guest Folios

VII. EVALUATION:

Figures computed must be accurate to two decimal places, legible, and free of errors.

CHECK LIST 120

Compute Occupancy Report

Items to be observed on check list.	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. List number of rooms rented.		
2. List number of paying guests.		
3. List total room revenue.		
4. List room average (dollars/cents).		
5. List guest average (dollars/cents).		
6. List room occupancy. .		

WORK STATION: FRONT DESK

I. DUTY: Performing Room Clerk Functions

II. TASK 130: Post Charges To Folio

III. OBJECTIVE: Given a ticket, folio and cash register, post charges to folio. All activities on the check list must be performed with 100% accuracy.

IV. LEARNING EXPERIENCE: Report to the room clerk who will evaluate your performance while posting folio charges.

V. ACTIVITIES:

1. Locate name and room number on ticket for designated charge.
2. Go to "bucket" and pull specific folio for charge to be posted.
3. Place folio in register.
4. Press appropriate department key and enter amount of charge from ticket.
5. Return folio and ticket to "bucket".

VI. INSTRUCTIONAL MATERIALS

A. Ticket
B. Cash Register
C. Folio

VII. EVALUATION:

Perform all activities with 100% accuracy.

CHECK LIST 130

Post Charges To Folio

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Place folio in register.		
2. Press appropriate department key and enter amount of charge from ticket.		

WORK STATION: FRONT DESK

I. DUTY: Performing Room Clerk Functions

II. TASK 140: Obtain Authorization on Credit Card

III. OBJECTIVE: Given a credit card, a credit card slip and a designated charge amount, call for authorization and post appropriately. All activities on the check list must be performed with 100% accuracy.

IV. LEARNING EXPERIENCE: Report to the room clerk who will evaluate your performance while obtaining authorization on credit cards.

V. ACTIVITIES:

1. Dial credit clearance number provided for your area.
2. Give credit card number, expiration date, amount of charge, and your merchant number.
3. Obtain authorization number, write in proper block on credit card slip, and initial it.

VI. INSTRUCTIONAL MATERIALS:

A. Telephone
B. Credit Card
C. Credit card slip

VII. EVALUATION:

Complete work with 100% accuracy.

CHECK LIST 140

Obtain Authorization On Credit Card

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Dial credit clearance number provided for your area.		
2. Give credit card number, expiration date, amount of charge, and your merchant number.		
3. Obtain authorization number, write in proper block or credit slip, and initial it.		

WORK STATION: FRONT DESK

I. DUTY: Performing Reservation Clerk Functions

II. TASK 200: Receive and Record Reservations

III. OBJECTIVE: Given pen, reservation card, reservation box and telephone, receive and record reservation. All items on the check list must be rated acceptable.

IV. LEARNING EXPERIENCE: Report to the reservation clerk who will evaluate your performance while taking and recording an actual reservation or your instructor will assign a problem in which you are required to perform these functions.

V. ACTIVITIES:

1. Telephone reservations - take down the information pertinent to selling the rooms on the reservation form.
2. Mail reservations -- complete a reservation form.
3. Send a letter of confirmation for all deposits received.
4. Record all reservations in the reservation book.

VI. INSTRUCTIONAL MATERIAL:

A. Reservation form
B. Reservation book

VII. EVALUATION:

Evaluation of students will be based on their learning experience, performance, as well as the teacher's and/or the hospitality industry representatives observation of activities listed in the check list.

VIII. REFERENCES:

Books:
Vallen, Jerome J., Check In - Check Out,
Wm. C. Brown C., Publishers,
Dubuque, Iowa

CHECK LIST 200

Receive and Record Reservations

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Take down the information pertinent to selling the rooms on the reservation form.		
2. Mail reservations.		
3. Send a letter of confirmation for all deposits received.		
4. Record all reservations in the reservation book.		

WORK STATION: FRONT DESK

I. DUTY: Performing Reservation Clerk Functions

II. TASK 210: Cancel Room Reservations

III. OBJECTIVE: Given a reservation file and a cancellation file, cancel a room reservation. All items on the check list must receive an acceptable rating.

IV. LEARNING EXPERIENCE: Report to the reservation clerk who will evaluate your performance while canceling a room reservation or your instructor will assign a problem in which you are required to perform these functions.

V. ACTIVITIES:

1. Obtain guest's name, date of arrival and type of accomodations.
2. Inquire whether or not to book for another date.
3. Cancel reservation by pulling reservation card for date required.
4. Time stamp reservation card and initial it.
5. Place reservation card in cancellation file.

VI. INSTRUCTIONAL MATERIALS:

A. Reservation File
B. Cancellation File

VII. EVALUATION:

Score 100% on the check list.

VIII. REFERENCES:

Books
Vallen, Jerome J., Check In - Check Out,
Wm. C. Brown Co., Publishers,
Dubuque, Iowa

CHECK LIST 210

Cancel Room Reservations

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Cancel reservation by pulling reservation card for date required.		
2. Time stamp reservation card and initial it.		
3. Place reservation card in cancellation file.		

WORK STATION: FRONT OFFICE

I. DUTY: Performing Managerial Functions

II. TASK 300: Compute Net Income

III. OBJECTIVE: Given an auditor's daily revenue report, summary of expenses report, summary of petty cash report, completed payroll and a blank "P and L statement" form, compute a profit and loss income statement. All items on the check list must be completed with 100% accuracy.

IV. LEARNING EXPERIENCE: Report to the Hotel Manager or your instructor who will assign a problem in which you are required to compute a profit and loss statement.

V. ACTIVITIES:

1. Calculate all revenue sales from the restaurant, lounge, rooms and miscellaneous from auditor's daily report.
2. Calculate salaries, wages, taxes and employee benefits from completed payroll.
3. Calculate all restaurant, lounge, rooms and miscellaneous expenses from the summary of petty cash report.
4. Enter all revenue sales on the "P and L statement".
5. Enter all expenses on the "P and L statement".
6. Add total revenues and subtract total expenses, balance will equal net income or loss.

VI. INSTRUCTIONAL MATERIALS:

A. Auditors daily revenue report
B. Summary of expenses report
C. Summary of petty cash report
D. Completed payroll
E. Completed "P and L statement"
F. Blank "P and L statement"

VII. EVALUATION:

Complete all activities on the check list with 100% accuracy.

CHECK LIST 300

Compute Net Income

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Calculate all revenue sales from the restaurant, lounge, rooms and miscellaneous from auditor's daily report		
2. Calculate salaries, wages, taxes and employee benefits from completed payroll.		
3. Calculate all restaurant, lounge, rooms and miscellaneous expenses from the summary of petty cash report.		
4. Enter all revenue sales on the "P and L statement".		
5. Enter all expenses on the "P and L statement".		
6. Calculate net income or loss.		

WORK STATION: FRONT OFFICE

I. DUTY: Performing Managerial Functions

II. TASK 310: Establish Property Budgets

III. OBJECTIVE: Given a past "P and L" statement, a summary of expenses, percentage profit guidlines and future bookings, establish a property (forecast) budget. All items on the check list must be rated acceptable.

IV. LEARNING EXPERIENCE: Report to the Property Manager or your instructor who will assign a problem in which you are required to establish a property (forecast) budget.

V. ACTIVITIES:

1. Review past "profit and loss" statement.
2. Review past summary of expenses and payroll.
3. Review future convention bookings.
4. Mark each month of the year in each column of a columnar - ruled sheet.
5. Calculate a forecast of monthly expenditures for each department.
6. Write totals in each monthly column.

VI. INSTRUCTIONAL MATERIALS:

A. Departmental "P and L" statement.
B. Summary of Departmental Payroll Expenses.
C. Property percentage profit guidelines.
D. Future bookings.

VII. EVALUATION:

All (forecast) budget entries must be legible and combined departmental forecasted expenses must not exceed combined forecasted departmental sales.

VIII. REFERENCES:

Books
Lattin, Gerald W., Modern Hotel and Motel Management,
W. H. Greeman and Co., Publishers,
San Francisco, California

CHECK LIST 310

Establish Property Budgets

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Review past "profit and loss" statement.		
2. Review past summary of expenses and payroll.		
3. Review future convention bookings.		
4. Mark each month of the year in each column of a columnar - ruled sheet.		
5. Calculate a forecast of monthly expenditures for each department.		
6. Write totals in each monthly column.		

WORK STATION: HOUSEKEEPING

I. DUTY: Performing Housekeeping Functions

II. TASK 400: Prepare Housekeeping Report

III. OBJECTIVE: Given a property's housekeeping report, pen or pencil, prepare a housekeeping report. All items on the check list must be rated acceptable.

IV. LEARNING EXPERIENCE: Report to the Head Housekeeper who will assess your performance while completing a housekeeping report or the instructor will assign a problem in which you are requested to complete this report.

V. ACTIVITIES:

1. Obtain housekeepers report.
2. Using the appropriate symbols report the condition of the guest rooms:

Note: Lodging industry symbols:
/ = Occupied
V = Vacant
OOO = Out of Order
S/O = Stay Over
P = Permanent Guest

VI. INSTRUCTIONAL MATERIALS:

Housekeeping Report

VII. EVALUATION:

Completed housekeeping report must be legible and free of errors.

VIII. REFERENCES:

Books
Vallen Jerome J., Check In - Check Out,
Wm. C. Brown Co., Publishers,
Dubuque, Iowa

CHECK LIST 400

Prepare Housekeeping Report

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Obtain housekeepers report.		
2. Using the appropriate symbols report the condition of the guest rooms.		
3. Report legible and free of errors		

WORK STATION: HOUSEKEEPING

I. DUTY: Performing Housekeeping Functions

II. TASK 410: Clean a Guest Room

III. OBJECTIVE: Given a housekeeping cart and supplies, clean a guest room. All items on the check list must be rated acceptable by the head housekeeper or the instructor.

IV. LEARNING EXPERIENCE: Report to the Head Housekeeper who will assess your performance while cleaning a guest room.

V. ACTIVITIES:

1. (KNOCK FIRST) and announce yourself as housekeeping before entering any guest room.
2. Turn on every light to see that all fixtures are in order and that no light bulbs are burned out. Replace any burned out bulbs immediately.
3. Turn on TV to be sure it is working properly.
4. Open all draperies to provide natural light for cleaning. Crack the window to allow room to air out.
5. Remove any dirty dishes, glasses, ashtrays, etc. and replace with clean glasses and ashtrays.
6. Gather soiled house linen from the bathroom.
7. Clean the bathroom.
8. Empty waste baskets.
9. Clean out all drawers and closet. If any articles are found in the room, tag them with room number and send them to lost and found.
10. Strip the linen from the bed.
11. Make the bed.
12. Vacuum the room thoroughly. Dust all doors, window ledges, baseboards, pictures, furniture, lamps, telephone and television.

13. Restock the room with guest supplies.

14. Shut off lights in the room and close windows.

15. Back out of the room, glancing carefully to be sure room is in perfect order.

16. Close and lock the door.

VI. INSTRUCTIONAL MATERIALS:

A. Housekeeping Cart
B. Cleaning Supplies.

VII. EVALUATION:

All items on the check list must be acceptably completed.

CHECK LIST 410

Clean A Guest Room

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. (KNOCK FIRST) and announce yourself as housekeeping before entering any guest room.		
2. Turn on every light to see that all fixtures are in order and that no light bulbs are burned out. Replace any burned out bulbs immediately.		
3. Turn on TV to be sure it is working properly.		
4. Open all draperies to provide natural light for cleaning. Crack the window to allow room to air out.		
5. Remove any dirty dishes, glasses, ashtrays, etc. and replace with clean glasses and ashtrays.		
6. Gather soiled house linen from the bathroom.		
7. Clean the bathroom.		
8. Empty waste baskets.		

	ACCEPTABLE	UNACCEPTABLE
9. Clean out all drawers and closet. If any articles are found in the room, tag them with room number and send them to lost and found.		
10. Strip the linen from the bed.		
11. Make the bed.		
12. Vacuum the room thoroughly. Dust all doors, windowledges, baseboards, pictures, furniture, lamps, telephone and television.		
13. Restock the room with guest supplies.		
14. Shut off lights in the room and close windows.		
15. Back out of the room, glancing carefully to be sure room is in perfect order.		
16. Close and lock the door.		

WORK STATION: HOUSEKEEPING

I. **DUTY:** Performing Housekeeping Functions

II. **TASK 420:** Make a Bed

III. **OBJECTIVE:** Given the proper sized bed linen, make a guest bed. All items on the check list must be rated acceptable by the head housekeeper or the instuctor.

IV. **LEARNING EXPERIENCE:** Report to the head housekeeper who will assess your performance while making a bed.

V. **ACTIVITIES:**

1. Stretch the bottom sheet over the matress, securing all four corners with the "hospital fold" and tuck all sides in tightly under the matress.
2. Place the top sheet over the bottom sheet, so that: The top of the sheet, (head side of the bed), is even with the bed's edge.
3. Be sure that the top and bottom sheets are free from wrinkles.
4. Place the blanket on the bed in the same manner as the top sheet.
5. The top of the blanket should be six to eight inches from the top of the bed.
6. Tuck both the sheet and the blanket, at the same time under the foot of the mattress.
7. Fold the head of the top sheet down six or eight inches over the blanket.
8. Secure the two bottom corners of the sheet and blanket with the "hospital fold". Do not tuck in the sides of the top sheet or blanket. Place the spread on the bed, allowing it to hang freely and evenly on three sides of the bed. At the head of the bed, fold enough of the spread back to allow complete coverage of the pillow.

9. Put pillow cases on pillows. Do not hold pillow under your chin while doing this. Puff the pillow. Place it in position at the head of the bed. Fold the spread back over the pillow and tuck it in neatly and tightly around the pillow.

VI. INSTRUCTIONAL MATERIAL:

A. Bed
B. Proper sized bed linen.

VII. EVALUATION:

Score 100% on the check list.

CHECK LIST 420

Make A Bed

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Stretch the bottom sheet over the mattress, securing all four corners with the "hospital fold" and tuck all sides in tightly under the mattress.		
2. Place the top sheet over the bottom sheet, so that: The top of the sheet, (head side of the bed), is even with the bed's edge.		
3. Be sure that the top and bottom sheets are free from wrinkles.		
4. Place the blanket on the bed in the same manner as the top sheet.		
5. The top of the blanket should be six to eight inches from the top of the bed.		
6. Tuck both the sheet and the blanket, at the same time under the foot of the mattress.		
7. Fold the head of the top sheet down six or eight inches over the blanket.		

	ACCEPTABLE	UNACCEPTABLE
8. Secure the two bottom corners of the sheet and blanket with the "hospital fold". Do not tuck in the sides of the top sheet or blanket. Place the spread on the bed, allowing it to hang freely and evenly on three sides of the bed. At the head of the bed, fold enough of the spread back to allow complete coverage of the pillow.		
9. Put pillow cases on pillows. Do not hold pillow under your chin while doing this. Puff the pillow. Place it in position at the head of the bed. Fold the spread back over the pillow and tuck it in neatly and tightly around the pillow.		

WORK STATION: HOUSEKEEPING

I. DUTY: Performing Housekeeping Functions

II. TASK 430: Clean the Bathroom

III. OBJECTIVE: Given the proper cleaning supplies, clean a guest bathroom. All items on the check list must be rated acceptable by the head housekeeper or the instructor.

IV. LEARNING EXPERIENCE: Report to the head housekeeper who will assess your performance while cleaning the bathroom.

V. ACTIVITIES:

1. Dust all ledges.
2. Clean light fixtures.
3. Clean the inside walls and shelves of the medicine cabinet with a damp sponge.
4. Clean the bathroom mirror.
5. Clean wash basin, inside and out. Polish the fixtures to a high luster free from any water spots.
6. Clean the soap dish.
7. Clean the tub and shower.
    - A. Clean the walls.
    - B. Polish fixtures to a high luster.
    - C. Scrub the tub-rinse thoroughly.
    - D. Wet-wipe shower curtain and dry it.
8. Clean the toilet bowl, seat and seat cover.
9. Scrub the floor.

VI. INSTRUCTIONAL MATERIALS:

cleaning supplies

VII. EVALUATION:

Score 100% on the check list.

CHECK LIST 430

Clean The Bathroom

Items to be observed on checklist	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Dust all ledges.		
2. Clean light fixtures.		
3. Clean the inside walls and shelves of the medicine cabinet with a damp sponge.		
4. Clean the bathroom mirror.		
5. Clean wash basin, inside and out. Polish the fixtures to a high luster,free from any water spots.		
6. Clean the soap dish.		
7. Clean the tub and shower.		
8. Clean the toilet bowl, seat and seat cover.		
9. Scrub the floor.		

WORK STATION: FOOD AND BEVERAGE

I. **DUTY:** Performing Food and Beverage Manager's Function

II. **TASK 500:** Book A Conference

III. **OBJECTIVE:** Given a simulated "Conference Booking" situation and a property's banquet function book, book a conference. All activities on the check list must be performed with 100% accuracy.

IV. **LEARNING EXPERIENCE:** Report to the Food and Beverage Manager who will evaluate your performance while booking an actual or simulated conference.

V. **ACTIVITIES:**

1. Establish a uniform price policy or obtain a copy of the facilities current pricing structure.
2. Determine the conference's requirements, i.e. physical arrangements ("set-up").
3. Record date, time, number of people and rooms, agreed upon prices, food arrangements, "set-up" and person's name, address, telephone booking conference.
4. Complete agreement by both parties involved signing a contract.

VI. **INSTRUCTIONAL MATERIALS:**

Function Book

VII. **EVALUATION:**

Score 100% on the check list.

CHECK LIST 500

Book A Conference

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Establish a uniform price policy or obtain a copy of the facilities current pricing structure.		
2. Determine the conference's requirements, i.e., physical arrangements ("set-up").		
3. Record date, time, number of people and rooms, agreed upon prices, food arrangements, "set-up" and person's name, address, telephone booking conference.		
4. Complet agreement by both parties involved signing a contract.		

WORK STATION: RESTAURANT

I. DUTY: Maintaining Quality Service To All Restaurant Guests.

II. TASK 600: Perform Maitre d' Hotel Functions.

III. OBJECTIVE: Given access to restaurant, perform Maitre d' Hotel functions. All items on the check list must be rated acceptable.

IV. LEARNING EXPERIENCE: Report to the Food and Beverage Manager or appropriate faculty member who will assess your performance while serving as Maitre d' Hotel.

V. ACTIVITIES:

1. Record, assign and distribute guest checks to waiters/waitresses. All guest checks are to be accounted for at the end of shift, unused checks returned to Food and Beverage Manager. No checks are to be destroyed, voids must be approved by the Food and Beverage Manager.
2. Assign stations to waitresses/waiters.
3. Prior to opening, check all tables, chairs, stations and salad bar. The dining room should be properly set and clean.
4. Greet guests at the door, smile, be polite and affirmative. Present an image of being in control of the dining room.
5. Escort guests to appropriate table, and present open menus.
6. Record number in party on station chart.
7. Be prepared to seat next party.
8. When appropriate, circulate through dining room. Check for prompt and correct service, water filled glasses, tables cleared and ash trays clean. Observe if guests need attention.
9. Check all stations and make sure that tables are properly reset, chairs cleaned, stations stocked.
10. Supervise and initiate turn over 15 minutes prior to dining room closing.

11. Collect and record all returned guest checks.

12. Check all table stations for proper reset. Clean glasses and silverware. Sugar bowls filled, clean table tents, overall perfect appearance.

13. Check stations for restocking of cups, glasses paper goods, linen and condiments.

VI. INSTRUCTIONAL MATERIALS:

Station Chart

VII. EVALUATION:

Evaluation will be based on the Food and Beverage Manager's or the instructor's rating of "acceptable" on all items on the check list.

CHECK LIST 600

Perform Maitre d' Hotel Functions

	Items to be observed on check list	Rating	
		ACCEPTABLE	UNACCEPTABLE
1.	Record, assign and distribute guest checks to waiters/waitresses. All guest checks are to be accounted for at the end of shift, unused checks returned to Food and Beverage Manager. No checks are to be destoyed, voids must be approved by the Food and Beverage Manager.		
2.	Assign stations to waitress/waiters.		
3.	Prior to opening, check all table chairs, stations and salad bar. The dining room should be properly set and clean.		
4.	Greet guests at the door, smile, be polite and affirmative. Present an image of being in control of the dining room.		
5.	Escort guests to appropriate table, and present open menus.		
6.	Record number in party on station chart.		
7.	Be prepared to seat next party.		

		ACCEPTABLE	UNACCEPTABLE
8.	When appropriate circulate through dining room. Check for prompt and correct service, water filled, tables cleared and ash trays. Observe if guests need attention.		
9.	Check all stations and make sure that tables are properly reset, chairs cleaned, stations stocked.		
10.	Supervise and initiate turn over 15 minutes prior to dining room closing.		
11.	Collect and record all returned guest checks.		
12.	Check all table stations for proper reset. Clean glasses and silverware, sugar bowls filled, clean table tents, overall perfect appearance.		
13.	Check stations for restocking of cups, glasses, paper goods, linen and condiments.		

WORK STATION: RESTAURANT

I. **DUTY:** Performing Cashier Functions

II. **TASK 700:** Complete Guest Check Transactions.

III. **OBJECTIVE:** Given a cash register, a guest check and adequate cash, complete a guest check transaction. All activities on the check list must be performed with 100% accuracy.

IV. **LEARNING EXPERIENCE:** Report to the restaurant cashier who will assess your performance while completing a guest check transaction.

V. **ACTIVITIES:**

1. Receive guest check and cash from guest.
2. Place money on top of register drawer.
3. Post totals, key, making sure that the figures you are posting are the same as those written on the guest check.
4. Place the guest check, face-up in the check-slot of the register.
5. Press the total key and then the black bar. The cash drawer will now open.
6. Make sure that the total stamped by the machine is the same as the total written on the guest check.
7. If the totals are the same, count the guests' change to yourself.
8. Count the change back to the guest beginning with the total of the guest check and finally arriving at the amount tendered.

VI. **INSTRUCTIONAL MATERIALS:**

A. Cash Register
B. Guest Check
C. Cash

VII. **EVALUATION:**

Perform all activities with 100% accuracy.

CHECK LIST 700

Complete Guest Check Transactions

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Receive guest check and cash from guest.		
2. Place money on top of register drawer.		
3. Post totals key, making sure that the figures you are posting are the same as those written on the guest check.		
4. Place the guest check, face-up in the check-slot of the register.		
5. Press the total key and then the black bar. The cash drawer will now open.		
6. Make sure that the total stamped by the machine is the same as the total written on the guest check.		
7. If the totals are the same, count the guests' change to yourself.		
8. Count the change back to the guest beginning with the total of the guest check and finally arriving at the amount tendered.		

WORK STATION: RESTAURANT

I. DUTY: Performing Cashier Functions

II. TASK 710: Complete Credit - Card Transaction

III. OBJECTIVE: Given a cash register, a guest check and a credit card, complete a credit card transaction. All activities on the check list must be performed with 100% accuracy.

IV. LEARNING EXPERIENCE: Report to the restaurant cashier who will assess your performance while completing a credit card transaction.

V. ACTIVITIES:

1. Have the guest sign the guest check. (If charged to room ask to see key and obtain room # and record on check.)
2. Imprint the guests credit card on the appropriate voucher.
3. Enter the type of credit card on the guest check.
4. Enter the check number on the credit card voucher.
5. Post bar items to the bar charge key.
6. Post food items to the dining room charge key.
7. Press subtotal.
8. Enter this figure on the credit card voucher.
9. Post tax to the dining room charge key. Enter this figure in the tax portion of the credit card voucher.
10. Give guest customer copy.
11. Record charge.
12. Submit copies to front desk with top copy of guest check.

VI. INSTRUCTIONAL MATERIALS:

A. Cash Register
B. Guest Check
C. Credit Card
D. Room Key

VII. EVALUATION:

Perform all activities with 100% accuracy.

CHECK LIST 710

Complete Credit Card Transaction

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Have the guest sign the guest check. (If charged to room ask to see key and obtain room # and record on check.)		
2. Imprint the guests credit card on the appropriate voucher.		
3. Enter the type of credit card on the guest check.		
4. Enter the check number on the credit card voucher.		
5. Post bar items to the bar charge key.		
6. Post food items to the dining room charge key.		
7. Press subtotal.		
8. Enter this figure on the credit card voucher.		
9. Post tax to the dining room charge key. Enter this figure in the tax portion of the credit card voucher.		
10. Give guest customer copy.		

	ACCEPTABLE	UNACCEPTABLE
11. Record Charge.		
12. Submit copies to front desk with top copy of guest check.		

WORK STATION: LOUNGE

I. DUTY: Performing Lounge Table Service Functions

II. TASK 800: Serve Cocktails

III. OBJECTIVE: Given a cocktail tray, napkins and assorted cocktails correctly serve the guests. All activities on the check list must be performed with 100% accuracy.

IV. LEARNING EXPERIENCE: Report to the Bar Manager who will assess your performance while serving cocktails.

V. ACTIVITIES:

1. Hold the tray in your left hand.
2. Place cocktail napkin in the center of each cover so that the design faces the guest.
3. Serve the guest's drink from his/her right beginning with person on host's right and (counterclockwise).
4. Place the drink on top of the napkin. (Do not touch the rim of the glass.)

VI. INSTRUCTIONAL MATERIALS:

A. Tray
B. Drink glasses
c. Cocktail napkin

VII. EVALUATION:

Perform all activities with 100% accuracy.

CHECK LIST 800

Serve Cocktails

Items to be observed on check list	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Hold the tray in your left hand.		
2. Place cocktail napkin in the center of each cover so that the design faces the guest.		
3. Serve the guest's drink from his/her right beginning with person on host's right and (counterclockwise).		
4. Place the drink on top of the napkin. (Do not touch the rim of the glass.)		

WORK STATION: LOUNGE

I. DUTY: Performing Lounge Table Service Functions

II. TASK 810: Serve Beer.

III. OBJECTIVE: Given a beer mug/glass, napkin and a bottle of beer correctly serve the guest. All activities on the check list must be performed with 100% accuracy.

IV. LEARNING EXPERIENCE: Report to the Bar Manager who will assess your performance while serving beer.

V. ACTIVITIES:

1. Set the beer glass/mug (handle to the guest's right) on a cocktail napkin in front of guest.
2. Pour beer quickly into the center of the glass until the head is ¼" high.
3. Do not fill the glass more than one-half way to the top.
4. Place the bottle to the right and above the glass.

VI. INSTRUCTIONAL MATERIALS:

A. Beer Mug
B. Cocktail Napkin
C. Bottle Beer

VII. EVALUATION:

Perform all activities satisfactorily.

CHECK LIST 810

Serve Beer

Items to be observed on check list.	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Set the beer glass/mug (handle to the guests right) on a cocktail napkin in front of guest.		
2. Pour beer quickly into the center of the glass until the head is ¼" high.		
3. Do not fill the glass more than one-half way to the top.		
4. Place the bottle to the right and above the glass.		

WORK STATION: LOUNGE/RESTAURANT

I. DUTY: Performing Lounge/Restaurant Table Service Functions

II. TASK 820: Serve Wine

III. OBJECTIVE: Given a bottle of wine and galsses, open and serve the wine. All activities on the check list must be performed with 100% accuracy.

IV. LEARNING EXPERIENCE: Report to the Food and Beverage Manager who will assess your performance while serving wine.

V. ACTIVITIES:

1. Hand carry the wine to the table.
2. Hold the bottle so the guest can read the label. Present it so the guest may identify it as what was ordered.
3. Remove the cork.
4. Set it at the top of the cover in front of the person who ordered the wine.
5. Wipe the lip of the bottle with a clean napkin.
6. Pour (from the guest's right) approximately one ounce of wine into the host's glass. The host will taste the wine to make sure it has not spoiled.
7. Move around the table in a counterclockwise direction.
8. Fill glasses ½ full.
9. Wipe the lip of the bottle.
10. Set the bottle on the table or in a wine bucket near the host.

VI. INSTRUCTIONAL MATERIAL:

A. Wine
B. Glasses

VII. EVALUATION:

All activities on the check list must be performed with 100% accuracy.

CHECK LIST 820

Serve Wine

Items to be observed on check list.	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Hand carry the wine to the table.		
2. Hold the bottle so the guest can read the label. Present it so the guest may identify it as what was ordered.		
3. Remove the cork.		
4. Set it at the top of the cover in front of the person who ordered the wine.		
5. Wipe the lip of the bottle with a clean napkin.		
6. Pour (from the guest's right) approximately one ounce of wine into the host's glass. The host will taste the wine to make sure it has not spoiled.		
7. Move around the table in a counter-clockwise direction.		
8. Fill glasses ½ full.		

		ACCEPTABLE	UNACCEPTABLE
9.	Wipe the lip of the bottle.		
10.	Set the bottle on the table or in a wine bucket near the host.		

WORK STATION: MAINTENANCE

I. DUTY: Performing Maintenance Functions

II. TASK 900: Assist With Various Aspects of the Maintenance Department.

III. OBJECTIVE: Given access to maintenance, assist with various aspects of the maintenance department. All items on the check list must be rated acceptable.

IV. LEARNING EXPERIENCE: Report to the head of maintenance who will assess your performance while assisting with maintenance activities.

V. ACTIVITIES:

1. Assist with painting activities.
2. Assist with plumbing activities.
3. Assist with carpentry activities.
4. Assist with electrical activities.
5. Assist with mechanical activities.

VI. EVALUATION:

Evaluation will be based on attitude and cooperation while completing assigned activities.

CHECK LIST 900

Assist With Various Aspects of the Maintenance Department

Items to be observed on check list.	Rating	
	ACCEPTABLE	UNACCEPTABLE
1. Assist with painting activities.		
2. Assist with plumbing activities.		
3. Assist with carpentry activities.		
4. Assist with electrical activities.		
5. Assist with mechanical activities.		
6. Attitude		
7. Cooperation		

GLOSSARY

ACCOUNT RECEIVABLE	A company, organization, or individual, registered or not, who has an outstanding bill with the hotel.
AVERAGE (DAILY) ROOM RATE	The average (daily) rate paid by guests: computed by dividing room revenue by the number of rooms occupied. More recently called sales per room occupied.
BOOK	To sell hotel space, either to an individual or to a group needing a block of rooms.
BUCKET	The file that holds the guest folios, often recessed in the counter top; also known as tub.
CANCELLATION	A guest's request to the hotel to void a reservation previously made.
CHECK IN	All the procedures involved in receiving the guest and completing the registration sequence.
CITY LEDGER	An accounts receivable ledger of nonregistered guests.
CONFIRMED RESERVATION	The hotel's agreement, usually in writing, to the guest's reservation request.
DOUBLE OCCUPANCY	Room occupancy by two persons; a ratio relating the number of rooms double occupied to the number of rooms sold.
FOLIO	A special form used by hotels for keeping transient account receivable records; different forms used with hand-prepared and machine-prepared systems; also known as a account card or guest bill.
FRONT DESK	A broad term that includes the duties and functions involved in the sale and service of guest rooms as well as the physical front desk.
LATE ARRIVAL	A guest with a reservation who expects to arrive after the cutoff hour and so notifies the hotel.

LATE CHECKOUT	A departing guest who remains beyond the checkout hour with permission of the desk and thus without charge.
NIGHT AUDIT	A daily reconciliation of accounts receivable that is completed during the graveyard watch.
NIGHT AUDITOR	The person or persons responsible for the night audit.
OCCUPANCY, PERCENTAGE OF	A ratio relating the number of rooms sold to the number available for sale.
OVER BOOKING	Committing more rooms to possible guest occupancy than are actually availabe.
REGISTERING	The procedure by which the arriving person signigies an intent to become a guest by completing and signing the registration card; the name for a book which served at one time as the registration card.
REGISTRATION CARD (REG CARD)	A form completed by the guest at the time of arrival giving name, address, and sometimes business affiliation.
RESERVATION	A mutual agreement between the guest and the hotel, the former to take accomodations at a given time for a given period and the latter to furnish the same.
ROOM INSPECTION REPORT	A checklist of the condition of the room prepared by the head housekeeper when the chamberperson has finished cleaning.
ROOM RACK	A piece of front office equipment representing the guest rooms in the form of metal pockets in which colors and symbols identify the accommodations.
STAYOVER	An anticipated checkout who remains beyond the stated date of departure; any guest who remains overnight.
SUITE	A series of connecting rooms with one or more bedrooms and a parlor; suites occasionally include additional rooms like a dining room.

TRAVEL AGENT (TA)	An entrepreneur who books space and facilities for clients in hotels and public carriers and receives a commission for placing the business; hotels usually pay 10 percent
VOUCHER	The form used by the operating departments to notify the front desk of charges incurred by a particular guest; form furnished by a travel agent as a receipt for a client's advance reservation payment.
WALK-IN	A guest without a reservation who requests and receives accommodations.

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INTRODUCTION TO CULINARY ARTS

The materials developed use the work station concept as part of competency based instruction.

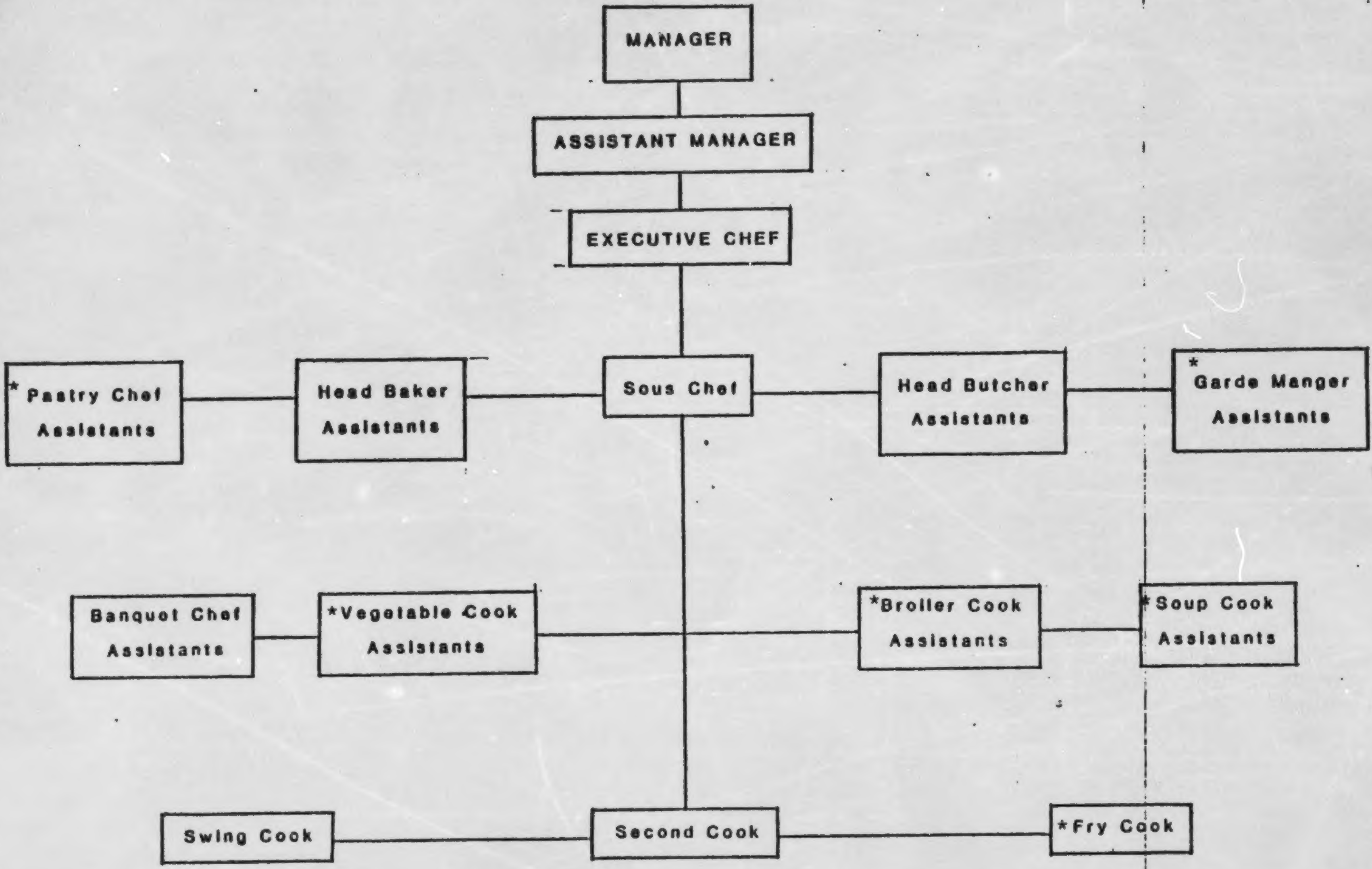
Through a system of instructor demonstrations, testing, and practical laboratory experience, the student whould develop competencies suitable for entry level position in food production. A rotation schedule ensures that the individual student is trained in all phases of the operation.

The organizational chart depicts a model to illustrate a typical reporting structure within a restaurant. The size and services offered by a particular restaurant may result in variations of this sample resulting in combined functions within a specific job.

Task List - Culinary Arts

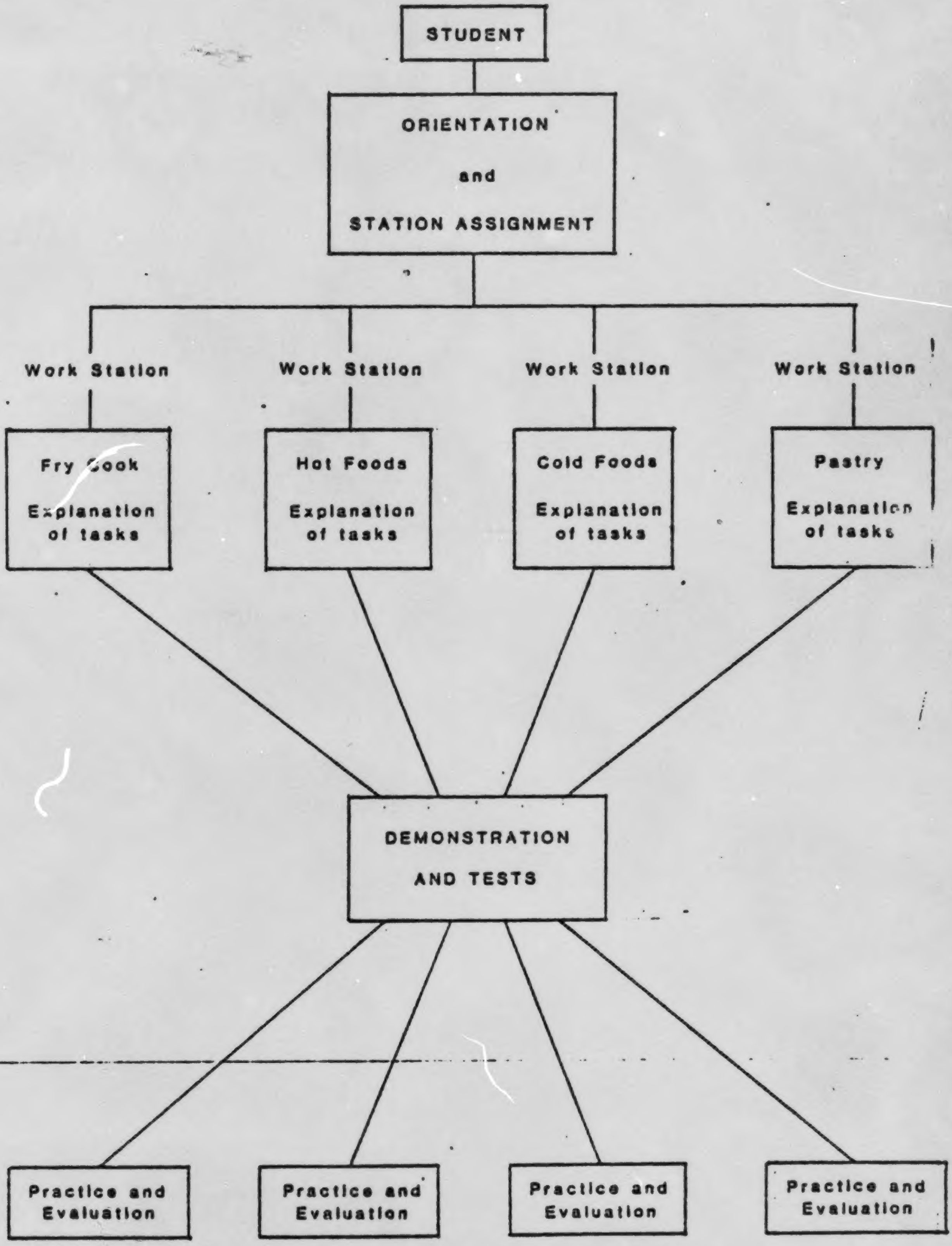
100.1 to 100.5	Safety
200.1 to 200.14	Sanitation
300.1 to 300.99	Food Preparation
400.1 to 400.44	Baking
500.1 to 500.46	Service and Dining

ORGANIZATIONAL CHART FOR CULINARY ARTS


MANAGER
ASSISTANT MANAGER
EXECUTIVE CHEF
*Pastry Chef Assistants
Head Baker Assistants
Sous Chef
Head Butcher Assistants
*Garde Manger Assistants
Banquet Chef Assistants
*Vegetable Cook Assistants
*Broiler Cook Assistants
*Soup Cook Assistants
Swing Cook
Second Cook
*Fry Cook

* Some or all skills necessary for this job are included in the guide

CULINARY ARTS STUDENT ROTATION SCHEDULE


STUDENT
ORIENTATION and STATION ASSIGNMENT
Work Station
Work Station
Work Station
Work Station
Fry Cook Explanation of tasks
Hot Foods Explanation of tasks
Cold Foods Explanation of tasks
Pastry Explanation of tasks
DEMONSTRATION AND TESTS
Practice and Evaluation
Practice and Evaluation
Practice and Evaluation
Practice and Evaluation

TASK LIST

Check Dates

A. SAFETY 1.

		1.	2.	3.
100.1	Identify occupational safety hazards			
100.2	Identify ways to correct/eliminate hazards			
100.3	Classify types of fires			
100.4	Extinguish fires			
100.5	Identify the procedures for reporting fires			

B. SANITATION 2.

		1.	2.	3.
200.1	Identify food preparation techniques which prevent contamination			
200.2	Identify food holding techniques which prevent contamination			
200.3	Identify food storage techniques which prevent contamination			
200.4	Identify food serving techniques which prevent contamination			
200.5	Identify standards of personal hygiene			
200.6	Clean and sanitize kitchen work counters			
200.7	Clean and sanitize service area side stations			
200.8	Clean and sanitize refrigerated/freezer storage			
200.9	Clean and sanitize display cases			
200.10	Clean and sanitize food holding and serving equipment			
200.11	Clean and sanitize preparation utensils			
200.12	Clean and sanitize cooking and baking utensils			
200.13	Clean and sanitize beverage dispensers			
200.14	Clean and sanitize all floor areas of kitchen			

C. FOOD PREPARATION 3.

		1.	2.	3.
300.1	Cut vegetables with a French knife			
300.2	Sharpen and steel knives			
300.3	Receive food order			
300.4	Schedule preparation of food items			
300.5	Arrange food items on dinnerware			
300.6	Check food temperature before serving			

(C. Food Prep. cont'd)

		Check Dates		
		1.	2.	3.
300.7	Determine meal census			
300.8	Utilize food leftovers			
300.9	Make food item adjustments for emergencies			
300.10	Brew coffee			
300.11	Prepare hot chocolate			
300.12	Steam, blanch, boil, and saute fresh vegetables			
300.13	Bake, deep fry, marinate fresh vegetables			
300.14	Steam, boil, and saute vegetables			
300.15	Bake, deep fry, marinate frozen vegetables			
300.16	Steam, boil, and saute canned vegetables			
300.17	Bake, deep fry, and marinate canned vegetables			
300.18	Steam, bake, and boil potatoes			
300.19	Grill, pan/deep fry potatoes			
300.20	Cook and bake fresh fruit			
300.21	Cook and bake processed fruit			
300.22	Prepare fresh fruit for serving raw			
300.23	Prepare fruit salads			
300.24	Prepare vegetable salads			
300.25	Prepare gelatin salads			
300.26	Prepare leafy green salads			
300.27	Prepare meat and cheese salads			
300.28	Prepare oil and vinegar salad dressing			
300.29	Prepare mayonnaise-based salad dressing			
300.30	Prepare diet salad dressings			
300.31	Prepare dressings for fruit salads			
300.32	Prepare hot sandwiches			
300.33	Prepare cold sandwiches			
300.34	Prepare cocktail appetizers			
300.35	Prepare hors d'oeuvres			
300.36	Prepare canapes			
300.37	Prepare relish trays			
300.38	Prepare dips and spreads			
300.39	Prepare vegetable garnishes			
300.40	Prepare fruit garnishes			
300.41	Prepare egg garnishes			
300.42	Prepare frozen ice cream desserts			

(C. Food Prep. Cont'd)

		Check Dates		
		1.	2.	3.
300.43	Prepare refrigerated desserts; mousse, gelatin			
300.44	Prepare puddings and custards			
300.45	Prepare souffles and crepes			
300.46	Prepare eggs for breakfast			
300.47	Prepare waffles, pancakes and french toast			
300.48	Prepare meats for breakfast			
300.49	Prepare hashbrowns for breakfast			
300.50	Prepare fruits for breakfast			
300.51	Prepare rice			
300.52	Prepare bread dressing			
300.53	Prepare convenience stock			
300.54	Prepare brown stock			
300.55	Prepare white stock; veal, beef and ham			
300.56	Prepare white stock; chicken and fish			
300.57	Prepare convenience soups			
300.58	Prepare a consomme of beef			
300.59	Prepare thick soups			
300.60	Prepare lead/mother sauces			
300.61	Prepare a bordelaise sauce, a secondary sauce			
300.62	Prepare a raisin sauce, a specialty sauce			
300.63	Identify primal/wholesale cuts of a beef carcass			
300.64	Identify primal/wholesale cuts of a pork carcass			
300.65	Identify primal/wholesale cuts of a veal carcass			
300.66	Identify primal/wholesale cuts of a lamb carcass			
300.67	Identify the cuts of beef, pork, veal, and lamb			
300.68	Break down and portion poultry			
300.69	Cook and devein shrimp			
300.70	Fillet and portion fish			
300.71	Process meat products by grinding			
300.72	Process meat products by tenderizing			
300.73	Roast/bake meats			
300.74	Roast/bake poultry			
300.75	Bake fish			
300.76	Bake Broil meats			

(C. Food Prep. Cont'd)

		Check Dates 1.	2.	3.
300.77	Broil poultry			
300.78	Broil fish			
300.79	Broil shellfish			
300.80	Barbecue meats			
300.81	Barbecue poultry			
300.82	Deep fry poultry			
300.83	Deep fry fish			
300.84	Deep fry shellfish			
300.85	Pan fry/saute meats			
300.86	Pan fry/saute poultry			
300.87	Pan fry/saute fish			
300.88	Pan fry/saute shellfish			
300.89	Stew/simmer poultry			
300.90	Poach variety meats			
300.91	Steam (poach) fish			
300.92	Steam (poach) shellfish			
300.93	Braise Meat			
300.94	Braise Poultry			
300.95	Grill meat			
300.96	Prepare a casserole item			
300.97	Carve fruits and vegetables			
300.98	Weigh and measure food			
300.99	Wrap or cover portioned food items			

D. BAKING 4.

		1.	2.	3.
400.1	Prepare and finish fruit cakes			
400.2	Prepare sponge cake			
400.3	Prepare and oven-finish foam-type cakes			
400.4	Prepare batter cakes			
400.5	Prepare ice cream cakes			
400.6	Prepare fruit-filled cakes			
400.7	Prepare tortes			
400.8	Prepare baked Alaska			
400.9	Decorate birthday cakes			

(D. Baking Cont'd)

		Check Dates		
		1.	2.	3.
400.10	Decorate novelty cake			
400.11	Decorate wedding cakes			
400.12	Prepare butter cream icing			
400.13	Prepare boiled icing			
400.14	Prepare fudge icing			
400.15	Prepare cooked icing			
400.16	Prepare royal icing			
400.17	Prepare whipped cream toppings			
400.18	Prepare meringue topping			
400.19	Prepare fruit filling			
400.20	Prepare cream filling			
400.21	Prepare custard filling			
400.22	Prepare chiffon filling			
400.23	Prepare muffins			
400.24	Prepare loaves of bread			
400.25	Prepare baking powder biscuits			
400.26	Prepare hand cut cookies			
400.27	Prepare machine cookies			
400.28	Prepare drop cookies			
400.29	Prepare refrigerator cookies			
400.30	Prepare bag cookies			
400.31	Prepare crumb crust pies			
400.32	Prepare baked double crust pies			
400.33	Prepare baked single crust pies			
400.34	Prepare pie in pre-baked shells			
400.35	Prepare baked yeast-raised sweet dough coffee cakes			
400.36	Prepare baked yeast-raised sweet dough danish			
400.37	Prepare fried yeast-raised products			
400.38	Prepare yeast-raised buns			
400.39	Prepare yeast-raised breads			
400.40	Prepare baked cream puffs and eclairs			
400.41	Prepare French donuts			
400.42	Prepare puff paste products; turnovers, cream horns, crispies, napoleon slices, and patty shells			
400.43	Prepare nougats, fudge, hard candy, pralines, chocolate coated candies, and taffies			
400.44	Prepare cake donuts			

E. SERVICE AND DINING 5.

		Check Dates		
		1.	2.	3.
500.1	Set tables for American service			
500.2	Set tables for French service			
500.3	Set tables for buffet service			
500.4	Place settings for counter service			
500.5	Set tables for banquet service			
500.6	Set tables for Russian service			
500.7	Set tables for cafeteria service			
500.8	Receive reservations for dining			
500.9	Greet guests			
500.10	Seat guests			
500.11	Present menus to guests			
500.12	Make suggestions from the menu to guests			
500.13	Take orders from guests			
500.14	Receive order by phone			
500.15	Place orders for preparation			
500.16	Pick up and serve orders to guests			
500.17	Insure that order is prepared as ordered			
500.18	Serve orders to guests			
500.19	Replenish food and beverages			
500.20	Complete sales check			
500.21	Present sales check			
500.22	Process sales check			
500.23	Count change			
500.24	Issue receipt for payment			
500.25	Acknowlege guest payment			
500.26	Serve alcoholic beverages			
500.27	Serve flaming foods at tableside			
500.28	Carve meat at tableside			
500.29	Toss caesar salad at tableside			
500.30	Fold linen napkins			
500.31	Review menus for daily specials and changes			
500.32	Review menus for coupons available to guests			
500.33	Replenish condiments			
500.34	Replenish sundries			
500.35	Set up high chair			
500.36	Arrange tables and chairs per reservation			
500.37	Place table covering on tables			

(E. Service and Dining Cont'd)

		Check Dates		
		1.	2.	3.
500.38	Place reservation cards on tables.			
500.39	Load vehicle to transport to serving line.			
500.40	Advertise daily specials for cafeteria service			
500.41	Clean up spills on tables during service			
500.42	Replace soiled ash trays during service.			
500.43	Clean crumbs from table during service.			
500.44	Remove soiled dinnerware from tables			
500.45	Remove all tableware from tables			
500.46	Set-up serving lines			

WORK STATION: Kitchen

I. **DUTY:** Safety

II. **TASK NO.:** 100.1

III. **TASK DESCRIPTION:** Identify occupational safety hazards.

IV. **PERFORMANCE OBJECTIVE:** Given a food service work area, identify occupational safety hazards. To master this task, you must score 80% on a written examination and 80% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice or NRA Safety Handbook.
3) Complete test on safety.
4) After passing test, practice safety in your lab activities.
5) Demonstrate understanding of safety hazards by performing practical test in lab.

VI. REFERENCES:

1) NIFI Sanitation Text by the National Institute for the Foodservice Industry
2) NRA Sanitation Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Identify Occupational Safety Hazards **TASK NO.:** 100.1		
*	1. Check electrical cords for fraying	2	
	2. Check hot water/steam pipe for insulation	2	
	3. Check electrical outlets for waterproof caps	2	
*	4. Check work area floors for grease before working	2	
	5. Check safety latches on inside of freezer door	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

5

WORK STATION: Kitchen

I. **DUTY:** Safety

II. **TASK NO.:** 100.2

III. **TASK DESCRIPTION:** Identify ways to correct/eliminate hazards

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IV. **PERFORMANCE OBJECTIVE:** Given a written criteria exam and a food service work area, identify ways to eliminate hazards. To master this task, you must score 80% on the examination and 80% on the performance/product checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice or NRA Safety Handbook.
3) Complete test on safety.
4) After passing test, practice eliminating hazards in your lab activities.
5) Demonstrate understanding of identifying safety hazards by performing practical test in lab.

VI. **REFERENCES:**

1) NIFI Sanitation Text by the National Institute for the Foodservice Industry
2) NRA Sanitation Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Identify Ways to Correct/Eliminate Hazards **TASK NO.:** 100.2		
*	1. Use hazard checklist posted in work area.	2	
	2. Identify and report hazardous conditions such as ice build up in freezer.	2	
	3. Correct hazards according to instructions, such as grease on floor.	2	
	4. Eliminate hazardous conditions by changing work habits and practices.	2	
*	5. Check work area conditions before leaving for the day.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. **DUTY:** Safety

II. **TASK NO.:** 100.3

III. **TASK DESCRIPTION:** Classify types of fires.

IV. **PERFORMANCE OBJECTIVE:** Given a written criteria examination and using posted fire classification chart and Introduction to Professional Cooking text, lesson 2, classify types of fires. To master this task, you must score 100% on the test and 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice or NRA Safety Handbook.

3) Complete test on safety.

4) After practicing fire safety awareness, practice recognition of conditions that lead to fires in your lab activities.

5) Demonstrate understanding of classification of fires by performing practical test in lab.

VI. **REFERENCES:**

1) NIFI Sanitation Text by the National Institute for the Foodservice Industry
2) NRA Sanitation Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Classify Types of Fires TASK NO.: 100.3		
*	1. Displays awareness of three elements needed for fire to start.	2	
*	2. Classifies type "A" fire.	2	
*	3. Classifies type "B" fire	2	
*	4. Classifies type "C" fire	2	
*	5. Keeps canopies and exhaust filters clean	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. **DUTY:** Safety

II. **TASK NO.:** 100.4

III. **TASK DESCRIPTION:** Extinguish fires.

IV. **PERFORMANCE OBJECTIVE:** Using CO^2 and soda/acid fire extinguishers, extinguish fires. To master this task, you must score 10 out of 10, or 100%, on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice or NRA Safety Handbook.
3) Complete test on safety.
4) After passing test, practice extinguishing fires in your lab activities.
5) Demonstrate understanding of extinguishing fires by performing practical test in lab.

VI. **REFERENCES:**

1) NIFI Sanitation Text by the National Institute for the Foodservice Industry
2) NRA Sanitation Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Extinguish Fires TASK NO.: 100.4		
*	1. Uses water to extinguish rubbish, wood, or paper fire.	2	
*	2. Uses foam to extinguish oil fire.	2	
*	3. Uses bicarbonate of soda to extinguish boiler fire.	2	
*	4. Uses CO^2 to extinguish electrical fire.	2	
*	5. Never allows flamables to be stored near electric motors, ranges, or ovens.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. **DUTY:** Sanitation

II. **TASK NO.:** 200.1

III. **TASK DESCRIPTION:** Identify food preparation techniques which prevent contamination.

IV. **PERFORMANCE OBJECTIVE:** Given a written criteria exam and a food service work area, identify food preparation techniques which prevent contamination. To master this task, you must score 80% on the test and 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in NIFI Sanitation Handbook.
3) Complete test on safe food handling.
4) After passing test, practice safe food handling in your lab activities.
5) Demonstrate understanding of contamination-free food handling by passing practical test in lab.

VI. **REFERENCES:**
NRA Safety Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Identify food preparation techniques which prevent contamination TASK NO.: 200.1		
*	1. Uses separate tasting spoon	2	
*	2. Uses mixing utensil, not hands	2	
*	3. Washes hands after cutting poultry	2	
*	4. Keeps hands off face and away from mouth and nose	2	
*	5. Thaws frozen food in refrigerator	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. **DUTY:** Sanitation

II. **TASK NO.:** 200.2

III. **TASK DESCRIPTION:** Identify food holding techniques which prevent contamination.

IV. **PERFORMANCE OBJECTIVE:** Given a written-criteria exam and work in food service work area, identify food holding techniques which prevent contamination. To master this task, you must score 80% on the test, and 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in NIFI Sanitation Handbook.
3) Complete test on safe food handling.
4) After passing test, practice safe food holding techniques in your lab activities.
5) Demonstrate understanding of holding techniques which prevent contamination by passing practical test in lab.

VI. **REFERENCES:**

NRA Safety Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Identify food holding techniques which prevent contamination **TASK NO.:** 200.2		
*	1. Sanitize work area	2	
*	2. Cleans tools and preparation area	2	
*	3. Uses clean holding pans	2	
*	4. Cleans holding warmer or cooler	2	
*	5. Identifies holding temperatures for following items a. soups b. roast beef c. vegetables d. cold fish salads e. pork roast f. egg salad g. Hollandaise sauce	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. **DUTY:** Sanitation

II. **TASK NO.:** 200.3

III. **TASK DESCRIPTION:** Identify food storage techniques which prevent contamination.

IV. **PERFORMANCE OBJECTIVE:** Given a written criteria exam and a food service work area, identify food storage techniques which prevent contamination. To master this task, you must score 80% on the test and 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.

2) Read references in NIFI Sanitation Handbook.

3) Complete test on safe food handling.

4) After passing test, practice safe food storage techniques in your lab activities.

5) Demonstrate understanding of food storage techniques by passing practical test in lab.

VI. **REFERENCES:**

NRA Safety Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Identify food storage techniques which prevent contamination TASK NO.: 200.3		
	1. Sanitize work area	2	
	2, Sanitizes storage area	2	
	3. Covers or wraps food to be stored	2	
*	4. Checks temperature gauges of freezer or cooler	2	
*	5. Identifies storage temperature for following food items a. cheeses b. raw potatoes c. egg salad d. frozen seafoods e. mayonnaise f. cooked meats	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATI[illegible]chen

I. **DUTY:** Sanitation

II. **TASK NO.:** 200.4

III. **TASK DESCRIPTION:** Identify food serving techniques which prevent contamination.

IV. **PERFORMANCE OBJECTIVE:** Given a written criteria exam and a food service work area, identify food serving techniques which prevent contamination. To master this task, you must score 80% on the test and 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in NIFI Sanitation Handbook.
3) Complete test on safe food handling.
4) After passing test, practice safe food serving techniques in your lab activities.
5) Demonstrate understanding of contamination-free serving techniques by passing practical test in lab.

VI. **REFERENCES:**

NRA Safety Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Identify food serving techniques which prevent contamination **TASK NO.:** 200.4		
*	1. Displays personal hygiene awareness of food server	2	
*	2. Serves wholesome foods cooled or hot	2	
*	3. Cleans sneeze guards in place	2	
*	4. Holds serving utensils by handle	2	
*	5. Does not reuse food fallen on floor	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. **DUTY:** Sanitation

II. **TASK NO.:** 200.5

III. **TASK DESCRIPTION:** Identify standards of personal hygiene.

IV. **PERFORMANCE OBJECTIVE:** Given a written criteria exam and a personal inspection sheet, identify standards of personal hygiene. To master this task, you must score 100% on the test and score 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in NIFI Sanitation Handbook.
3) Complete test on hygiene.
4) After passing test, practice minimum standards of personal hygiene.
5) Demonstrate understanding of personal hygiene by passing inspection in lab.

VI. **REFERENCES:**

NRA Safety Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Identify Standards of Personal Hygiene TASK NO.: 200.5		
*	1. Hair clean and combed	1	
*	2. Clean uniform	1	
*	3. Clean shoes	1	
	4. Mild perfume	1	
*	5. Use deodorant	1	
*	6. Bathe daily (No B.O.)	1	
*	7. Nails short and clean	1	
*	8. Sores covered on face	1	
*	9. Open sores on fingers on hands covered with plastic gloves	1	
*	10. No visible cold or disease	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. **DUTY:** Sanitation

II. **TASK NO.:** 200.6, 200.7, 200.8, 200.9

III. **TASK DESCRIPTION:** Clean and sanitize kitchen work counters, side stations refrigerators/freezers, and display cases.

IV. **PERFORMANCE OBJECTIVE:** Using bucket of hot water, surgibac, clean towel, and vinegar rinse water, clean and sanitize kitchen work counters. To master this task, you must score 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in NIFI Sanitation Handbook.
3) Complete test on sanitizing work counters.
4) After passing test, practice sanitizing work counters in lab area.
5) Demonstrate understanding of cleaning and sanitizing work counters by passing practical test in lab.

VI. **REFERENCES:**

NRA Safety Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Clean and Sanitize TASK NO.: 200.6 Work Counters 200.7 Side Stations 200.8 Refrigerator/Freezer 200.9 Display Cases		
*	1. Used clean bucket and towel	2	
*	2. Used Surgibac and hot water in correct porportion	2	
*	3. Used vinegar and water in correct proportion	2	
*	4. Washed, wiped and dried all areas	2	
*	5. Double check all areas for cleanliness, ie. free of visible soil	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. **DUTY:** Sanitation

II. **TASK NO.:** 200.10, 200.11, 200.12

III. **TASK DESCRIPTION:** Clean and sanitize holding and serving equipment, preparation utensils, and cooking/baking utensils.

IV. **PERFORMANCE OBJECTIVE:** Using pot washing sinks, soapy hot water, pre-rinse 180 degrees, and final rinse sinks, clean and sanitize food holding and serving equipment. To master this task, you must score 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in NIFI Sanitation Handbook.
3) Complete test on sanitizing food holding and serving equipment.
4) After passing test, practice sanitizing holding equipment in lab.
5) Demonstrate understanding of cleaning and sanitizing food holding and serving equipment by passing practical test in lab.

VI. **REFERENCES:**
NRA Safety Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Clean and Sanitize TASK NO.: 200.10 Holding and Serving Equipment 200.11 Preparation Utensils 200.12 Cooking/Baking Utensils		
*	1. Used three compartment sink effectively	2	
*	2. Used degreaser dispenser	2	
*	3. Used surgibac and hot water	2	
	4. Used scraping tool	1	
	5. Used steel wool pads	1	
	6. Used drip counter	1	
	7. Used clean drying towels	1	
	8. All items are free of visible soil		
	9. All items were returned to their proper storage place	1	
	10. Water temperatures in sinks were within correct ranges, ie. wash 140° - 170° F; sanitize 170° - 190°F.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 12
TOTAL POINTS POSSIBLE: 12

WORK STATION: Kitchen

I. **DUTY:** Sanitation

II. **TASK NO.:** 200.13

III. **TASK DESCRIPTION:** Clean and sanitize beverage dispensers.

IV. **PERFORMANCE OBJECTIVE:** Using bucket of clean hot soapy water and clean towel, clean and sanitize beverage dispensers. Score 100% on product/performance checklist for evaluation.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in NIFI Sanitation Handbook.
3) Complete test on cleaning equipment.
4) After passing test, practice sanitation of beverage dispensers using manufacturer's specifications.
5) Demonstrate understanding of cleaning and sanitizing beverage dispensers by passing practical test in lab.

VI. **REFERENCES:**

NRA Safety Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Clean and Sanitize Beverage Dispensers TASK NO.: 200.13		
*	1. Used clean bucket and hot water.	2	
*	2. Used surgibac as per directions.	2	
*	3. Used clean towel.	2	
*	4. Used clear rinse water.	2	
*	5. Double checked all parts for cleanliness.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. **DUTY:** Sanitation

II. **TASK NO.:** 200.14

III. **TASK DESCRIPTION:** Clean and sanitize all floor areas of kitchen.

IV. **PERFORMANCE OBJECTIVE:** Using mop, mop bucket, hot water, and surgibac, clean and sanitize all floor area of kitchen. To master this task, you must score 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in NIFI Sanitation Handbook.
3) Complete test on cleaning and sanitizing floors.
4) After passing test, practice keeping floors clean in work area.
5) Demonstrate understanding of clean and sanitary floors by passing practical test in lab.

VI. **REFERENCES:**
NRA Safety Operations Manual by the National Restaurant Association

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Clean and Sanitize all floor areas of kitchen		
	TASK NO.: 200.14		
	1. Clean mop and bucket with mop roller/ Wringer	1	
*	2. Added correct amount of sanitizing solution	1	
*	3. Swept floor before mopping	1	
	4. Began mopping from one corner or end	1	
*	5. Rinsed and wrung out mop correctly	1	
*	6. Cleaned floor is free of visible dirt	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 6
TOTAL POINTS POSSIBLE: 6

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.1

III. TASK DESCRIPTION: Cut vegetables with a French knife.

IV. PERFORMANCE OBJECTIVE: Given a French knife, a cutting board, and vegetables, cut vegetables with a French knife. For evaluation, must score 90% on checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.1.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Cut Vegetable with French Knife		
	TASK NO.: 300.1		
*	1. Held knife correctly	2	
	2. Used sharp knife	1	
*	3. Used clean cutting board	2	
*	4. Used clean vegetable	2	
*	5. Cut even size pieces	2	
	6. Cleaned utensils after use	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.2

III. TASK DESCRIPTION: Sharpen and steel knives.

IV. PERFORMANCE OBJECTIVE: Provided with a knife, steel, and oil stone, sharpen and steel knives. For evaluation, must score 100% on checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.2.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING ACCEPTABLE	 Not ACCEPTABLE
	TASK: Sharpen and Steel Knives		
	TASK NO.: 300.2		
*	1. Held steel correctly	1	
*	2. Held knife correctly	1	
*	3. Used 20 degree knife angle	2	
*	4. Used oil stone in correct sequence Rough - Medium - Fine	1	
*	5. Sharpened knife in the same direction	1	
*	6. Held steel so thumb was safely behind guard	1	
*	7. When held up to light, knife is free of burns	1	
*	8. Knife will cut without pressure	1	
*	9. Cleaned knife after sharpening	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10

TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.3

III. TASK DESCRIPTION: Receive food order.

IV. PERFORMANCE OBJECTIVE: Using an order sheet and bill of lading, receive food order. For evaluation, 100% accuracy on checklist.

V. LEARNING ACTIVITIES:

1) Attend lecture by instructor.
2) Study hand out and forms provided.
3) Practice assigned task.
4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.3.
5) After passing test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	RATING Not Acceptable
	TASK: Receive Food Order **TASK NO.:** 300.3		
*	1. Checked bill of lading against order sheet.	1	
*	2. Checked weight delivered.	1	
*	3. Checked amount delivered.	1	
*	4. Checked quality and count.	1	
*	5. Checked price against order sheet.	1	
*	6. Signed bill of lading	1	
*	7. Stored frozen goods in freezer.	1	
*	8. Stored perishable goods in refrigerator.	1	
*	9. Stored canned goods in storeroom.	1	
*	10. Handed bill to bookkeeper.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.4

III. TASK DESCRIPTION: Schedule preparation of food items.

IV. PERFORMANCE OBJECTIVE: Given a menu, food sales history, and production sheet, schedule preparation of food items. Achieve 9 out of 10 or 90% on a checklist for evaluation.

V. LEARNING ACTIVITIES:

1) Attend lecture by instructor.

2) Study hand out and forms provided.

3) Practice assigned task.

4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.4.

5) After passing test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Schedule Preparation of Food Items **TASK NO.:** 300.4		
*	1. Used correct menu.	2	
*	2. Scheduled right amount based on sales history.	2	
	3. Made out production sheet.	1	
	4. Scheduled for "back up" items.	1	
*	5. Distributed work load evenly.	2	
*	6. Scheduled use of leftovers as specials.	2	
	TOTAL POINTS EARNED:		
	POINTS NEEDED FOR MASTERY: 9 **TOTAL POINTS POSSIBLE:** 10		

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.5

III. TASK DESCRIPTION: Arrange food items on dinnerware.

IV. PERFORMANCE OBJECTIVE: Given plates, prepared food, and a picture of a prepared plate, arrange food items on dinnerware. For evaluation, score 8 out of 8, or 100%, on product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.5.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Arrange Food Items on Dinnerware TASK NO.: 300.5		
*	1. Used right size plates.	2	
*	2. Used correct portion size.	2	
*	3. Arranged food according to picture.	2	
*	4. Covered plate with plate cover.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.6

III. TASK DESCRIPTION: Check food temperature before serving.

IV. PERFORMANCE OBJECTIVE: Given food and thermometer, check food temperature before serving. For evaluation, must score 100% on performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read hand out and material assigned.
3) Practice assigned task.
4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.6.
5) After passing test, practice to increase accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Check Food Temperature before Serving TASK NO.: 300.6		
*	1. Followed sanitation techniques.	2	
*	2. Displayed personal hygiene.	2	
	3. Foods were ready for serving when temperature was tested.	1	
	4. Thermometer was allowed to rest 20 seconds between testings.	1	
*	5. Thermometer was sanitized before test began.	2	
*	6. Thermometer was sanitized between tests.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.7

III. TASK DESCRIPTION: Determine meal cencus

IV. PERFORMANCE OBJECTIVE: Given a counter or copy of register tape, determine meal cencus - actual amount of meals sold. To master this task, you must score 100% on the product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read hand out and material assigned.

3) Practice assigned task.

4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.7.

5) After passing test, practice to increase accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Determine Meal Census		
	TASK NO.: 300.7		
*	1. Tabulate from counter or register tape correct number of meals sold	2	
	2. Break down items sold in hot food - cold food and pastry items	1	
	3. Complete daily report sheet	1	
	4. Totals are recorded on appropriate form	1	
*	5. Each menu is tallied with 100% accuracy	2	
	6. Menu items are tallied in the time designated by the instructor	1	
	7. Daily report sheet is accurate	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 9

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.8

III. TASK DESCRIPTION: Utilize food leftovers.

IV. PERFORMANCE OBJECTIVE: Given recipe, equipment, and supplies, utilize food leftovers. Evaluation will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate master as outlined in checklist No. 300.8.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Utilize Food Leftovers TASK NO.: 300.8		
	1. Displayed personal hygiene	1	
	2. Observed sanitation rules	1	
*	3. Planned the use of leftovers in ways that are palatable	2	
*	4. Used leftovers profitably	2	
*	5. Food prepared from leftovers is presented appealingly	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.9

III. TASK DESCRIPTION: Make food item adjustments for emergencies.

IV. PERFORMANCE OBJECTIVE: Using a recipe given by the instructor and food supplies and equipment, make food item adjustments for emergencies. Evaluation will be an acceptable rating on all items on product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.9.
5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Make Food Item Adjustments for Emergencies TASK NO.: 300.9		
*	1. Student is able to increase food production on short notice.	2	
*	2. Student is able to change menu to be able to produce large quantities.	2	
*	3. Student is able to change menu to compensate for kitchen staff shortage.	2	
*	4. Student is able to change production due to equipment failure.	2	
*	5. Student is able to change menu to compensate for late delivery.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.10

III. TASK DESCRIPTION: Brew coffee.

IV. PERFORMANCE OBJECTIVE: Given ground coffee and equipment and brewing instructions, brew coffee. Mastery will be an acceptable rating on all items on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.10.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

		RATING	
CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	Acceptable	Not Acceptable
	TASK: Brew Coffee TASK NO.: 300.10		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedure when operating coffee machine.	1	
*	3. Student followed sanitation rules.	1	
	4. Student followed coffee brewers specifications.	1	
*	5. Coffee is flavorful.	2	
*	6. Coffee is aromatic and clear.	2	
	7. Coffee is brewed in time specified for equipment used.	1	
	8. Student followed brewing instructions.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.11

III. TASK DESCRIPTION: Prepare hot chocolate.

IV. PERFORMANCE OBJECTIVE: Given ingredients, equipment, and recipe, prepare hot chocolate. Mastery will be demonstrated by an acceptable rating on all items on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.11.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Hot Chocolate TASK NO.: 300.11		
*	1. Student followed safety rules when operating hot chocolate machine	2	
*	2. Student followed sanitation rules	2	
*	3. Five 6 oz. servings are prepared in 5 minutes	2	
*	4. Chocolate is flavorful and rich in color	2	
	5. Chocolate is served at 180 degrees F.	1	
	6. Student followed recipe given by instructor	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY:
TOTAL POINTS POSSIBLE:

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.12

III. TASK DESCRIPTION: Steam, blanch, boil, and saute fresh vegetables.

IV. PERFORMANCE OBJECTIVE: Provided with fresh vegetables, recipes, and equipment, steam, blanch, boil, and saute fresh vegetables. To master this task, you must achieve 9 out of 10 or 90% on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.12.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

RITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Steam, Blanch, Boil, and Saute Fresh Vegetables TASK NO.: 300.12		
*	1. Prepared vegetables by each of the following methods in 30 minutes.		
	a. steaming	1	
	b. blanching	1	
	c. boiling	1	
	d. sauteing	1	
*	2. Cooked vegetables al'dente		
	a. steaming	1	
	b. boiling	1	
	c. sauteing	1	
*	3. Followed sanitation techniques	1	
*	4. Followed safety procedures	1	
*	5. Followed recipe	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.13

III. TASK DESCRIPTION: Bake, deep fry, and marinate fresh vegetables.

IV. PERFORMANCE OBJECTIVE: Given recipes, equipment, and fresh vegetables, bake, deep fry, and marinate fresh vegetables. To master this task, you must achieve 9 out of 10, or 90%, on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.13.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Bake, Deep Fry, and Marinate Fresh Vegetables TASK NO.: 300.13		
*	1. Student prepared vegetables as specified on recipe		
	a. baking	1	
	b. deep frying	1	
	c. marinating	1	
*	2. All vegetables were cooked al'dente	2	
*	3. All vegetables were prepared in 30 minutes or less	2	
	4. Student followed personal safety habits	1	
	5. Student followed safety procedures	1	
	6. Student followed sanitation techniques	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.14

III. TASK DESCRIPTION: Steam, boil, and saute frozen vegetables.

IV. PERFORMANCE OBJECTIVE: Provided with frozen vegetables, equipment, and a recipe, steam, boil, and saute frozen vegetables. To master this task, you must score 9 out of 10, or 90%, on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.14.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Steam, Boil, and Saute Frozen Vegetables **TASK NO.:** 300.14		
*	1. Student prepared vegetables as specified on recipe.		
	a. steaming	1	
	b. boiling	1	
	c. sauteing	1	
*	2. All vegetables were cooked al'dente.	2	
*	3. All vegetables were prepared in 30 minutes or less.	2	
	4. Student followed personal safety habits.	1	
	5. Student followed safety procedures.	1	
	6. Student followed sanitation techniques.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.15

III. TASK DESCRIPTION: Bake, deep fry, and marinate frozen vegetables.

IV. PERFORMANCE OBJECTIVE: Provided with frozen vegetables, a recipe, and equipment, bake, deep fry, and marinate frozen vegetables. For evaluation, all steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.15.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Bake, Deep Fry, and Marinate Frozen Vegetables **TASK NO.:** 300.15		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Vegetables were prepared according to standardized recipe.		
	a. baking	1	
	b. deep frying	1	
	c. marinating	1	
	5. All vegetables were prepared al'dente.	1	
	6. All vegetables were prepared in the time limit specified.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.16

III. TASK DESCRIPTION: Steam, boil, and saute canned vegetables.

IV. PERFORMANCE OBJECTIVE: Given canned vegetables, equipment, and recipe, steam, boil, and saute canned vegetables. All steps on performance/product checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.16.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Steam, Boil, and Saute Canned Vegetables TASK NO.: 300.16	8	
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
*	4. Student heated vegetables to at least 140 degrees F.	2	
	5. Prepared all vegetables to recipe given		
	a. steaming	1	
	b. boiling	1	
	c. sauteing	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.17

III. TASK DESCRIPTION: Bake, deep fry, and marinate canned vegetables.

IV. PERFORMANCE OBJECTIVE: Provided with canned vegetables, equipment, and recipe, bake, deep fry, and marinate canned vegetables. Evaluation will be a rating of 90% on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.17.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Bake, Deep Fry, and Marinate Canned Vegetables TASK NO.: 300.17		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
*	4. Student heated vegetables to at least 140 degrees F. (where applicable).	1	
*	5. Vegetables were prepared according to recipe supplied by instructor.		
	a. baking	1	
	b. deep frying	1	
	c. marinating	1	
	6. Vegetables were prepared in 30 minutes or less.		
	a. baking	1	
	b. deep frying	1	
	c. marinating	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.18

III. TASK DESCRIPTION: Steam, bake, and boil potatoes.

IV. PERFORMANCE OBJECTIVE: Given fresh potatoes, recipe, and equipment, steam, bake, and boil potatoes. Evaluation will be a rating of 80% on performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.18.

6) After passing practical test, practice, to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Steam, Bake, and Boil Potatoes TASK NO.: 300.18		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
*	4. Student prepared potatoes so they are fluffy and white in color.		
	a. steaming	1	
	b. baking	1	
	c. boiling	1	
*	5. Potatoes were not overcooked.	1	
	6. Potatoes were prepared according to recipe.	1	
	7. Potatoes were prepared in 60 minutes or less.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.19

III. TASK DESCRIPTION: Grill, pan/deep fry potatoes.

IV. PERFORMANCE OBJECTIVE: Provided with equipment, recipe, and fresh potatoes, grill, pan/deep fry potatoes. To master this task, you must score 80% on the performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.19.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Grill, Pan/Deep Fry Potatoes TASK NO.: 300.19		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Potatoes were prepared according to recipe given by instructor.		
	a. grilling	1	
	b. pan fried	1	
	c. deep fried	1	
	5. Potatoes were prepared in 30 minutes or less.	1	
*	6. Potatoes were brown and crisp.	3	
	7. Potatoes were overcooked.		-1
	8. Potatoes were greasy.		-1
	TOTAL POINTS EARNED:		
	POINTS NEEDED FOR MASTERY: 8 TOTAL POINTS POSSIBLE: 10		

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.20

III. TASK DESCRIPTION: Cook and bake fresh fruit.

IV. PERFORMANCE OBJECTIVE: Given fresh fruit, equipment, and recipe, cook and bake fresh fruit. For evaluation, all steps on product/performance checklist must be acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.20.
5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Cook and Bake Fresh Fruit **TASK NO.:** 300.20		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
*	4. Fresh fruit was cooked to doneness but not overcooked.		
	a. cooking	1	
	b. baking	1	
*	5. Prepared fruit maintained appetizing color.	2	
	6. Student followed recipe given by instructor.	1	
	7. Fruit was prepared in 60 minutes or less.		
	a. cooked	1	
	b. baked	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.21

III. TASK DESCRIPTION: Cook and bake processed fruit.

IV. PERFORMANCE OBJECTIVE: Given processed fruit, a recipe, and equipment, cook and bake processed fruit. All steps on product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.21.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Cook and Bake Processed Fruit TASK NO.: 300.21		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Fruit was cooked to maintain color according to recipe.		
	a. cooking	1	
	b. baking	1	
	5. Fruit was cooked to doneness according to recipe.		
	a. cooking	1	
	b. baking	1	
	6. Fruit was prepared in 20 minutes.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.22

III. TASK DESCRIPTION: Prepare fresh fruit for serving raw.

IV. PERFORMANCE OBJECTIVE: Provided with fresh fruit, a knife, and cutting board, prepare fresh fruit for serving raw. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read hand out and material assigned.
3) Practice assigned task.
4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.22.
5) After passing test, practice to increase accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Fresh Fruit for Serving Raw TASK NO.: 300.22		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Prepared fruits maintained natural color.	2	
	5. Prepared fruits were cut up and served attractively.	2	
	6. Fruit tray was garnished.	2	
	7. Prepared fruit in 20 minutes or less.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.23

III. TASK DESCRIPTION: Prepare fruit salad.

IV. PERFORMANCE OBJECTIVE: Provided with fresh and canned fruit, a recipe, knife, and cutting board, prepare fruit salad. Evaluation will be an 80% rating on all items on the performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.23.
5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Fruit Salad **TASK NO.:** 300.23		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed standardized recipe.	1	
	5. Fruit combinations used are tasty.	1	
	6. Fruits used are fresh and crisp.	1	
	7. Used fruits attractively.	1	
	8. Salad is appealing in color.	1	
	9. Salad is served attractively.	1	
	10. Salad is served chilled.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.24

III. TASK DESCRIPTION: Prepare vegetable salads.

IV. PERFORMANCE OBJECTIVE: Provided with cooked or fresh vegetables, a recipe, knife, and cutting board, prepare vegetable salads. Evaluation will be an 80% rating on a performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.24.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Vegetable Salads **TASK NO.:** 300.24		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed recipe.	1	
	5. Colorful combinations were used.	1	
*	6. Vegetables used were not overcooked.	2	
	7. Salad is appealing.	1	
	8. Salad is served chilled.	1	
	9. Salad is prepared in 30 minutes or less.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.25

III. TASK DESCRIPTION: Prepare gelatin salads.

IV. PERFORMANCE OBJECTIVE: Provided with recipe, ingredients, and equipment, prepare gelatin salads. For evaluation, all steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.25.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Gelatin Salads		
	TASK NO.: 300.25		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Standardized recipe was followed.	1	
*	5. Colorful combinations were used.	2	
	6. Salad is not too soft to be served.	1	
	7. Salad is not too hard.	1	
	8. Gelatin salad is served attractively.	1	
	9. Salad is prepared in 30 minutes or less.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.26

III. TASK DESCRIPTION: Prepare leafy green salads.

IV. PERFORMANCE OBJECTIVE: Provided with ingredients, recipe, and tools, prepare leafy green salads. For evaluation, all steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.26.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

		RATING	
RITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	Acceptable	Not Acceptable
	TASK: Prepare Leafy Green Salads TASK NO.: 300.26		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Standardized recipe was followed after washing.	1	
	5. Greens were dried on towel.	1	
*	6. Only fresh and crisp ingredients were used.	2	
	7. Salads were arranged attractively.	1	
	8. Salads had texture contrast.	1	
	9. Twelve (12) individual salads were prepared in 20 minutes.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.27

III. TASK DESCRIPTION: Prepare meat and cheese salads.

IV. PERFORMANCE OBJECTIVE: Using a recipe provided by the instructor, supplies, and equipment, prepare meat and cheese salads. Mastery will be an acceptable rating on all items of product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.27.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Meat and Cheese Salads **TASK NO.:** 300.27		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Standardized recipe was followed.	1	
	5. Used fresh ingredients.	1	
	6. Salads have appropriate texture contrast.	1	
	7. Salads are attractive.	1	
	8. Meat and cheese salad was prepared in 20 minutes.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.28

III. TASK DESCRIPTION: Prepare oil and vinegar salad dressing.

IV. PERFORMANCE OBJECTIVE: Using a recipe provided by the instructor, supplies, and equipment, prepare oil and vinegar salad dressing. For evaluation, all steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.28.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Oil and Vinegar Salad Dressing TASK NO.: 300.28		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Recipe given was followed.	1	
	5. One (1) quart dressing was prepared in 10 minutes.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 5
TOTAL POINTS POSSIBLE: 5

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.29

III. TASK DESCRIPTION: Prepare mayonnaise based salad dressing.

IV. PERFORMANCE OBJECTIVE: Using a recipe provided by the instructor, food supplies, and equipment, prepare mayonnaise based salad dressing. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.29.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Mayonnaise Based Salad Dressing TASK NO.: 300.29		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Recipe given was followed.	1	
	5. Mayonnaise based dressing has right consistency.	1.	
	6. Dressing did not break.	2	
	7. Dressing was prepared in less than 30 minutes.	1	
	8. Dressing was stored under refrigeration.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.30

III. TASK DESCRIPTION: Prepare diet salad dressing.

IV. PERFORMANCE OBJECTIVE: Given proper recipe, equipment, and food supplies, prepare diet salad dressing. Mastery will be rating of 100% on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.30.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Diet Salad Dressing TASK NO.: 300.30		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Requirements of the standardized recipe were met.	1	
	5. Caloric value of 2 tsp. dressing is under 25 calories.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 5
TOTAL POINTS POSSIBLE: 5

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.31

III. TASK DESCRIPTION: Prepare dressings for fruit salads.

IV. PERFORMANCE OBJECTIVE: Given a recipe, food supplies, and equipment, prepare dressings for fruit salads. Mastery will be a rating of 80% on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.31.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Dressings for Fruit Salads **TASK NO.:** 300.31		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Recipe requirements were met.	1	
	5. Dressings were stored under refrigeration.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 4
TOTAL POINTS POSSIBLE: 5

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.32

III. TASK DESCRIPTION: Prepare hot sandwiches.

IV. PERFORMANCE OBJECTIVE: Given a recipe, food supplies, and utensils, prepare hot sandwiches. Mastery will be a rating of 80% on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.32.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Hot Sandwiches TASK NO.: 300.32		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student met requirements of the standardized recipe.	1	
	5. Sandwiches reached at least 140 degrees F. before serving.	2	
	6. Grilled/toasted sandwiches are golden brown in color.	1	
	7. Grilled/toasted sandwiches are not greasy.	2	
	8. Six (6) sandwiches are prepared in 20 minutes or less.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.33

III. TASK DESCRIPTION: Prepare cold sandwiches.

IV. PERFORMANCE OBJECTIVE: Given a recipe, food supplies, and utensils, prepare cold sandwiches. Mastery will be demonstrated by scoring 80% on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.33.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Cold Sandwiches TASK NO.: 300.33		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Recipe given was followed.	1	
	5. Right measure (weight, scoop) of main ingredients was used.	2	
	6. Filling is spread evenly throughout the sandwich.	1	
	7. Six (6) sandwiches are prepared in 10 minutes or less.	1	
	8. Sandwiches are covered to retain moisture.	1	
	9. Sandwiches are stored between 36 and 40 degrees F.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.34

III. TASK DESCRIPTION: Prepare cocktail appetizers.

IV. PERFORMANCE OBJECTIVE: Given ingredients, tools, and a picture of prepared appetizers, prepare cocktail appetizers. For evaluation, all steps on performance/product checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.34.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Cocktail Appetizers TASK NO.: 300.34		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Recipe for cocktail appetizers were followed.	1	
	5. Appetizers were attractive.	1	
	6. Canapes were on toasted bread.	1	
	7. Tartar steak was red in color.	1	
	8. Appetizers were arranged attractively on platter.	1	
	9. Appetizers were stored refrigerated.	1	
	10. Appetizers closely matched sample shown in pictures.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.35

III. TASK DESCRIPTION: Prepare hors d'oeuvres.

IV. PERFORMANCE OBJECTIVE: Given a picture of prepared hors d'oeuvres, a recipe, and tools, prepare hors d'oeuvres. For evaluation, all steps on product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.35.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare hors d'oeuvres TASK NO.: 300.35		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Recipes on hors d'oeuvres were followed.	1	
	5. Prepared hors d'oeuvres resembled those on pictures.	1	
	6. Hors d'oeuvres are neatly arranged on tray.	1	
	7. Hors d'oeuvres are eye appealing.	1	
	8. Hot hors d'eouvres are served hot and cold hors d'oeuvres are served cold.	2	
	9. Twelve (12) hors d'oeuvres are prepared in less than 20 minutes.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.36

III. TASK DESCRIPTION: Prepare canapes.

IV. PERFORMANCE OBJECTIVE: Given a picture of prepared canapes, a recipe, and utensils, prepare canapes. For evaluation, all steps on product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.36.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Canapes TASK NO.: 300.36		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed standardized recipes for canapes.	1	
	5. Student followed picture given in preparation of canapes.	1	
	6. All canapes were appealing to the eye.	1	
	7. Canapes were cut in different shapes.	1	
	8. Canapes were garnished attractively.	1	
	9. Student prepared and arranged a tray of 25 canapes in less than 25 minutes.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.37

III. TASK DESCRIPTION: Prepare relish trays.

IV. PERFORMANCE OBJECTIVE: Provided with a picture, ingredients, and equipment, prepare relish trays. Mastery will be demonstrated by scoring 9 out of 10 on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.37.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Relish Trays **TASK NO.:** 300.37		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures	1	
	3. Student followed sanitation techniques.	1	
	4. All ingredients used were fresh and crisp.	2	
	5. All ingredients used were cut up attractively.	2	
	6. All ingredients were arranged attractively.	1	
	7. Relish tray was chilled between 36 and 40 degrees F.	1	
	8. Relish tray was completed in 15 minutes or less.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.38

III. TASK DESCRIPTION: Prepare dips and spreads.

IV. PERFORMANCE OBJECTIVE: Given a recipe, material, and tools, prepare dips and spreads. For evaluation, all steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.38.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Dips and Spreads TASK NO.: 300.38		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. All dips were prepared according to recipe.	2	
	5. All dips had proper consistency.	1	
	6. All dips were stored refrigerated.	1	
	7. All dips had good taste.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.39

III. TASK DESCRIPTION: Prepare vegetable garnishes.

IV. PERFORMANCE OBJECTIVE: Given a picture of vegetable garnishes, utensils, and fresh vegetables, prepare vegetable garnishes. To master this task, you must achieve 9 out of 10, or 90%, on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.39.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Vegetable Garnishes TASK NO.: 300.39		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
*	4. Student followed picture given in preparing vegetable garnishes.	2	
	5. All garnishes are prepared attractively.	1	
*	6. No artificial ingredients was used.	1	
	7. No artificial color was used.	1	
*	8. Garnishes used compliment entree.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.40

III. TASK DESCRIPTION: Prepare fruit garnishes.

IV. PERFORMANCE OBJECTIVE: Given fresh fruit, a picture, and utensils, prepare fruit garnishes. To master this task, you must achieve 9 out of 10, or 90%, on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.40.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Fruit Garnishes TASK NO.: 300.40		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed picture given in preparing fruit garnishes.	2	
	5. All garnishes are prepared attractively.	1	
	6. No artificial ingredients was used.	1	
	7. No artificial colors were used.	1	
	8. Garnishes used compliment entree.	2	
	TOTAL POINTS EARNED:		
	POINTS NEEDED FOR MASTERY: 9 TOTAL POINTS POSSIBLE: 10		

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.41

III. TASK DESCRIPTION: Prepare egg garnishes.

IV. PERFORMANCE OBJECTIVE: Provided with the necessary ingredients, a picture, and tools, prepare egg garnishes. To master this task, you must achieve 9 out of 10, or 90%, on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.41.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Egg Garnishes TASK NO.: 300.41		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed picture in preparing egg garnishes.	1	
	5. Egg garnishes are eye appealing.	1	
*	6. Eggs are not overcooked.	2	
*	7. Egg garnishes compliment entree.	2	
	8. Egg garnishes are kept refrigerated.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.42

III. TASK DESCRIPTION: Prepare frozen ice cream desserts.

IV. PERFORMANCE OBJECTIVE: Provided with ice cream, a picture, and equipment, prepare frozen ice cream desserts. To master this task, you must achieve 9 out of 10, or 90%, on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.42.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Frozen Ice Cream Desserts TASK NO.: 300.42		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Ice cream desserts meet all requirements of recipe.	1	
	5. Color and appearance of dessert resembles dessert in picture given to student.	2	
	6. Dessert is decorated attractively.	2	
	7. Ice cream dessert is held at 10 degrees F. until serving.	1	
	8. Dessert is prepared in 15 minutes or less.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Prepa

II. TASK NO.: 300.43

III. TASK DESCRIPTION: Prepare refrigerated desserts, mousse, gelatin.

IV. PERFORMANCE OBJECTIVE: Using a recipe provided by the instructor, supplies, and equipment, prepare refrigerated desserts, mousse, gelatin. Mastery will be demonstrated by scoring 9 out of 10, or 90%, on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate, mastery as outlined in checklist No. 300.43.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

		RATING	
TICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	Acceptable	Not Acceptable
	TASK: Prepare Refrigerated Desserts, Mousse and Gelatin TASK NO.: 300.43		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
*	4. Student followed recipe given.	2	
	5. Mousse is firm enough to be unmolded.	1	
	6. Mousse has color and taste as specified in recipe.	1	
	7. Gelatin dessert is firm enough to be unmolded.	1	
	8. Gelatin dessert is ready for refrigeration in 20 minutes.	1	
	9. Both are attractively decorated.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.44

III. TASK DESCRIPTION: Prepare puddings and custards.

IV. PERFORMANCE OBJECTIVE: Using a recipe provided by the instructor, supplies, and equipment, prepare puddings and custards. Mastery will be demonstrated by scoring 9 out of 10 on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.44.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Puddings and Custards TASK NO.: 300.44		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed recipe supplied by instructor.	1.	
	5. The puddings are creamy.	1	
	6. The puddings are prepared in designated dinnerware.	1	
	7. The puddings are portioned equally.	1	
	8. The custard is firm.	1	
	9. The custard is portioned equally.	1	
	10. Both desserts are decorated in an appetizing manner.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.45

III. TASK DESCRIPTION: Prepare souffles and crepes.

IV. PERFORMANCE OBJECTIVE: Using a recipe, supplies, and equipment, prepare souffles and crepes. To master this task, you must achieve 9 out of 10, or 90%, on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.45.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Souffles and Crepes TASK NO.: 300.45		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student met requirements of the standardized recipes.		
	a. souffles	1	
	b. crepes	1	
	5. Souffle exhibits flavor as specified in recipe.	1	
	6. Souffle has right texture.	1	
	7. Crepes are portioned equally.	1	
	8. Crepes exhibit flavor as specified in recipe.	1	
	9. Both desserts are ready for serving at right time.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.46

III. TASK DESCRIPTION: Prepare eggs for breakfast.

IV. PERFORMANCE OBJECTIVE: Given the necessary ingredients, a recipe, and equipment, prepare eggs for breakfast. To master this task, you must score 9 out of 10, or 90%, on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.46.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Eggs for Breakfast TASK NO.: 300.46		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Each egg order is prepared in 6 minutes or less.	1	
*	5. Scrambled eggs appear fluffy, moist and soft.	2	
*	6. Egg white in fried eggs is cooked but not discolored.	1	
*	7. Egg yolk is yellow and warm.	1	
*	8. Eggs are not overcooked.	1	
*	9. Eggs are not discolored.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.47

III. TASK DESCRIPTION: Prepare waffles, pancakes, and French toast.

IV. PERFORMANCE OBJECTIVE: Supplied with a recipe, ingredients, and equipment, prepare waffles, pancakes, and French toast. To master this task, you must score 13 out of 17 on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.47.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Waffles, Pancakes, and French Toast TASK NO.: 300.47		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed standardized recipe for:		
	a. waffles	1	
	b. pancakes	1	
	c. French toast	1	
	5. Student prepared all batters in 5 minutes.		
	a. waffles	1	
	b. pancakes	1	
	c. French toast	1	
	6. Student cooked single servings in 5 minutes.		
	a. waffles	1	
	b. pancakes	1	
	c. French toast	1	
	7. All items are prepared to be at least 165 degrees F.		
	a. waffles	1	
	b. pancakes	1	
	c. French toast	1	
	8. Finished product was golden brown, light, and tender.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 13
TOTAL POINTS POSSIBLE: 17

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.48

III. TASK DESCRIPTION: Prepare meats for breakfast.

IV. PERFORMANCE OBJECTIVE: Given ham, bacon, and sausages, a recipe, and equipment, prepare meats for breakfast. Mastery will be demonstrated by scoring 18 out of 21 on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.48.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Meats for Breakfast TASK NO.: 300.48		
	1. Students followed personal safety habits.	1	
	2. Students followed safety procedures.	1	
	3. Students followed sanitation techniques.	1	
	4. The meat prepared is portioned as specified in recipe.		
	a. sausage link	1	
	b. sausage pattie	1	
	c. ham	1	
	d. bacon	1	
	e. steak	1	
	f. Canadian bacon	1	
	5. The meat is prepared for single serving in 10-12 minutes and 165 degrees F. internal temperature.		
	a. sausage link	1	
	b. sausage pattie	1	
	c. ham	1	
	d. bacon	1	
	e. steak	1	
	f. Canadian bacon	1	
	6. The meat prepared for single serving is golden brown.		
	a. sausage link	1	
	b. sausage pattie	1	
	c. ham	1	
	d. bacon	1	
	e. steak	1	
	f. Canadian Bacon	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 18
TOTAL POINTS POSSIBLE: 21

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.49

III. TASK DESCRIPTION: Prepare hashbrowns for breakfast.

IV. PERFORMANCE OBJECTIVE: Provided with potatoes, butter, a recipe, and equipment, prepare hashbrowns for breakfast. Mastery will be demonstrated by scoring 9 out of 10 on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.49.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Hash Brown Potatoes for Breakfast **TASK NO.:** 300.49		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Potatoes are cooked crisp and brown.	1	
	5. Potatoes are free of excess grease.	2	
	6. Potatoes are prepared in 5 minutes per portion.	1	
	7. Potatoes are cooked to 165 degrees F. and served hot.	2	
	8. Potatoes are served in proper portion as specified.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.50

III. TASK DESCRIPTION: Prepare fruits for breakfast.

IV. PERFORMANCE OBJECTIVE: Supplied with fresh and canned fruit, a recipe, and tools, prepare fruits for breakfast. To master this task, you must score 12 out of 15, or 80%, on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.50.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Fruits for Breakfast TASK NO.: 300.50		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed recipe provided.		
	a. canned	1	
	b. fresh	1	
	c. frozen	1	
	d. dried	1	
	5. Each serving is handled properly to prevent discoloring.		
	a. canned	1	
	b. fresh	1	
	c. frozen	1	
	d. dried	1	
	6. Each serving is garnished properly.		
	a. canned	1	
	b. fresh	1	
	c. frozen	1	
	d. dried	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 12
TOTAL POINTS POSSIBLE: 15

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.51

III. TASK DESCRIPTION: Prepare rice.

IV. PERFORMANCE OBJECTIVE: Supplied with different kinds of rice, a recipe, and equipment, prepare rice. To master this task, you must score 9 out of 10, or 90%, on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.51.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

		RATING	
CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	Acceptable	Not Acceptable
	TASK: Prepare Rice **TASK NO.:** 300.51		
	1. Followed personal safety habits.	1	
	2. Followed safety procedures.	1	
	3. Followed sanitation techniques.	1	
	4. Student followed recipe.	1	
	5. Each type of rice is cooked al'dente.		
	a. converted rice	1	
	b. minute rice	1	
	c. wild rice	1	
	6. Each type of rice is cooked light and fluffy.		
	a. converted rice	1	
	b. minute rice	1	
	c. wild rice	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.52

III. TASK DESCRIPTION: Prepare bread dressings.

IV. PERFORMANCE OBJECTIVE: Given a recipe, ingredients, and equipment, prepare bread dressings. For evaluation, all steps on the product/ performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.52.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Prepare Bread Dressings TASK NO.: 300.52		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Standardized recipe was followed.	1	
	5. Bread dressing is moist and tasty.	1	
*	6. Bread dressing is cooked to a minimum 165 degrees F.	2	
	7. Fifty orders are prepared and baked in 60 minutes.	1	
	8. Dressing is portioned in 4 oz. servings.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 9

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.53

III. TASK DESCRIPTION: Prepare convenience stock.

IV. PERFORMANCE OBJECTIVE: Using a prepared stock base, a recipe, and equipment, prepare convenience stock. To master this task, you must score 100% on a produce/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.53.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Convenience Stock TASK NO.: 300.53		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Standardized recipe was followed.	1	
	5. Stock was heated to minimum 180 degrees F.	1	
	6. Stock was prepared in 20 minutes.	1	
	7. Stock has taste and color as specified in recipe.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 7

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.54

III. TASK DESCRIPTION: Prepare brown stock.

IV. PERFORMANCE OBJECTIVE: Using veal bones and ingredients specified by recipe, and equipment, prepare brown stock. Mastery will be demonstrated by scoring 9 out of 10 on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.54.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Brown Stock TASK NO.: 300.54		
	1. Followed personal safety habits.	1	
	2. Followed safety procedures.	1	
	3. Followed sanitation techniques.	1	
	4. Student followed recipe.	1	
*	5. Bones were browned but not burned.	2	
	6. Stock has taste and color as specified in recipe.	1	
*	7. Stock was prepared in 3 hours or less.	2	
	8. Prepared stock was clear, not cloudy.	1	
	TOTAL POINTS EARNED:		
	POINTS NEEDED FOR MASTERY:	9	
	TOTAL POINTS POSSIBLE:	10	

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.55

III. TASK DESCRIPTION: Prepare white stock, veal, beef, and ham.

IV. PERFORMANCE OBJECTIVE: Using recipe, necessary ingredients, and equipment, prepare white stock, veal, beef, and ham. Mastery will be demonstrated by scoring 9 out of 10 on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.55.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare White Stock, Veal, Beef, and Ham **TASK NO.:** 300.55		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Standardized recipe was followed.	1	
	5. Student prepared 1 gallon of each stock:		
	a. veal	1	
	b. beef	1	
	c. ham	1	
	6. Each gallon is free of fat and skum.		
	a. veal	1	
	b. beef	1	
	c. ham	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.56

III. TASK DESCRIPTION: Prepare white stock, chicken and fish.

IV. PERFORMANCE OBJECTIVE: Given ingredients, recipe, and equipment, prepare white stock, chicken and fish. Evaluation will be an acceptable rating on all items of product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.56.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare White Stock, Chicken, and Fish TASK NO.: 300.56		
	1. Personal safety habits were followed.	1	
	2. Safety procedures were followed.	1	
	3. Sanitation techniques were followed.	1	
	4. Student followed standardized recipe.	1	
	5. Student prepared 1 gallon of each stock:	1	
	a. chicken	1	
	b. fish		
	6. Each gallon prepared is free of fat and skum.	1	
	a. chicken	1	
	b. fish		
	7. Each gallon prepared is clear, not cloudy.	1	
	a. chicken	1	
	b. fish		

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.57

III. TASK DESCRIPTION: Prepare convenience soups.

IV. PERFORMANCE OBJECTIVE: Using a recipe, dehydrated soups mixes, a soup pot, and liquid, prepare convenience soups. Mastery will be an acceptable rating on all items on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.57.
5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Convenience Soups **TASK NO.:** 300.57		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Standardized recipe was followed.	1	
	5. Prepared soup is hot, 170-185 degrees F.	1	
	6. Soup is prepared in time given in recipe.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 6
TOTAL POINTS POSSIBLE: 6

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.58

III. TASK DESCRIPTION: Prepare a consomme of beef.

IV. PERFORMANCE OBJECTIVE: Using a recipe card, soup pot, and appropriate ingredients, prepare a consomme of beef. Mastery will be demonstrated by scoring 100% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.58.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Consomme of Beef TASK NO.: 300.58		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Standardized recipe was followed.	1	
*	5. Clarification meat used is lean.	2	
*	6. Consomme is clear, not cloudy.	2	
	7. One gallon of consomme is prepared in time given in recipe.	1	
	8. Consomme is served at temperature not less than 170 degrees F.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.59

III. TASK DESCRIPTION: Prepare thick soups.

IV. PERFORMANCE OBJECTIVE: Using a recipe card for puree of vegetable soup and related ingredients, prepare thick soups. Mastery will be demonstrated by scoring 100% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.59.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

ITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Thick Soups **TASK NO.:** 300.59		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed standard recipe:		
	a. legume	1	
	b. vegetable	1	
	c. chowder	1	
	d. creamed	1	
	e. bisque	1	
	5. Soups exhibit color and taste specified in recipe.		
	a. legume	1	
	b. vegetable	1	
	c. chowder	1	
	d. creamed	1	
	e. bisque	1	
	6. Soup was prepared in time specified in recipe		
	a. legume	1	
	b. vegetable	1	
	c. chowder	1	
	d. creamed	1	
	e. bisque	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 18
TOTAL POINTS POSSIBLE: 18

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.60

III. TASK DESCRIPTION: Prepare lead/mother sauces.

IV. PERFORMANCE OBJECTIVE: Using veal bones, mire poix of vegetable, and a tilt pan and recipe card, prepare lead/mother sauces. Mastery will be demonstrated by scoring 20 out of 24 points on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.60.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

ITICAL TEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: TASK NO.: 300.60 (Cont'd)		
	9. One gallon of each sauce is prepared in 30 minutes.		
	a. bechamel	1	
	b. veloute	1	
	c. tomato	1	
	10. One gallon of espagnole sauce is prepared in 60 minutes.	1	
	11. One quart of hollondaise is prepared in 30 minutes.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 20
TOTAL POINTS POSSIBLE: 24

[illegible]ITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Lead/Mother Sauces **TASK NO.:** 300.60		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student prepared 1 gallon of each stock:		
	a. espagnole	1	
	b. bechamel	1	
	c. veloute	1	
	d. tomato	1	
	5. Student prepare quart hollondaise sauce.	1	
	6. Sauces prepared exhibited taste and color as specified in recipe.		
	a. espagnole	1	
	b. bechamel	1	
	c. veloute	1	
	d. tomato	1	
	e. hollondaise	1	
	7. Sauces prepared were smooth and free of lumps		
	a. espagnole	1	
	b. bechamel	1	
	c. tomato	1	
	d. veloute	1	
	8. Hollondaise sauce did not break and had smooth consistency.	2	
	(CONTINUED)		

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.61

III. TASK DESCRIPTION: Prepare a bordelaise sauce, a secondary sauce.

IV. PERFORMANCE OBJECTIVE: Using a sauce pot and utensils, a recipe card, and espagnole sauce from 300.60, prepare a bordelaise sauce, a secondary sauce. Mastery will be demonstrated by scoring an acceptable rating on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.61.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

ITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare a Bordelaise Sauce, A Secondary Sauce **TASK NO.:** 300.61		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed standardized recipe.	1	
	5. Bordelaise sauce prepared had consistency as specified in recipe.	1	
	6. Bordelaise sauce prepared had color and taste as specified.	2	
	7. Meat marrow used had been blanched.	1	
	8. One gallon of bordelaise sauce is prepared in 30 minutes.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 9

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.62

III. TASK DESCRIPTION: Prepare a raisin sauce for ham, a specialty sauce.

IV. PERFORMANCE OBJECTIVE: Using a recipe card, sauce pot, and utensils, prepare a raisin sauce for ham, a specialty sauce. Mastery will be demonstrated by scoring an acceptable rating on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.62.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

[illegible]ITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare a Raisin Sauce, Specialty Sauce TASK NO.: 300.62		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation technques.	1	
	4. One gallon raisin sauce was prepared according to recipe.	1	
*	5. Raisin sauce prepared exhibited color and delicate flavor as specified in recipe.	2	
	6. Sauce prepared was velvety in consistency.	1	
	7. Sauce was prepared in 30 minutes or less.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.63

III. TASK DESCRIPTION: Identify primal/wholesale cuts of a beef carcass.

IV. PERFORMANCE OBJECTIVE: Using a beef breadown chart, identify primal/wholesale cuts of a beef carcass. To master this task, you must score 100% on a product/performance checklist.

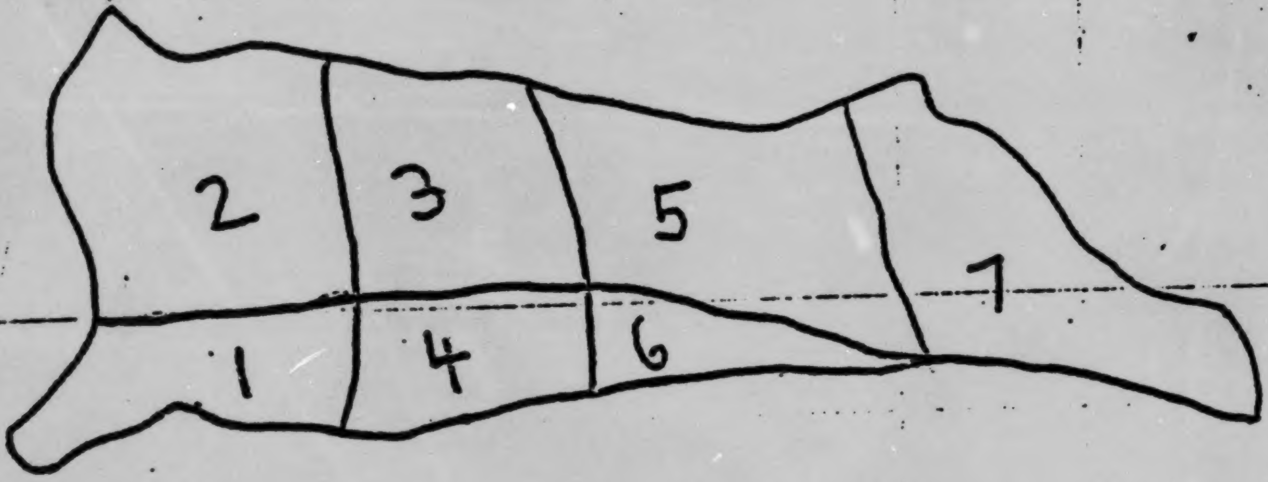
V. LEARNING ACTIVITIES:

1) Attend lecture by instructor.
2) Study hand out and forms provided.
3) Practice assigned task.
4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.63.
5) After passing test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

BEEF



[illegible]TICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Identify Primal/Wholesale Cuts of Beef Carcass TASK NO.: 300.63		
	1. Primal/Wholesale cuts of beef		
	a. foreshank or brisket	1	
	b. chuck	1	
	c. rib	1	
	d. plate	1	
	e. loin	1	
	f. flank.	1	
	g. round	1	
	One point for each primal cut identified with 100% accuracy.		

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 7

WORK STATION: Kitchen

I. **DUTY:** Food Preparation

II. **TASK NO.:** 300.64

III. **TASK DESCRIPTION:** Identify primal/wholesale cuts of a pork carcass.

IV. **PERFORMANCE OBJECTIVE:** Using a pork breakdown chart, identify primal/wholesale cuts of a pork carcass. Mastery will be demonstrated by scoring 100% on the product/performance checklist.

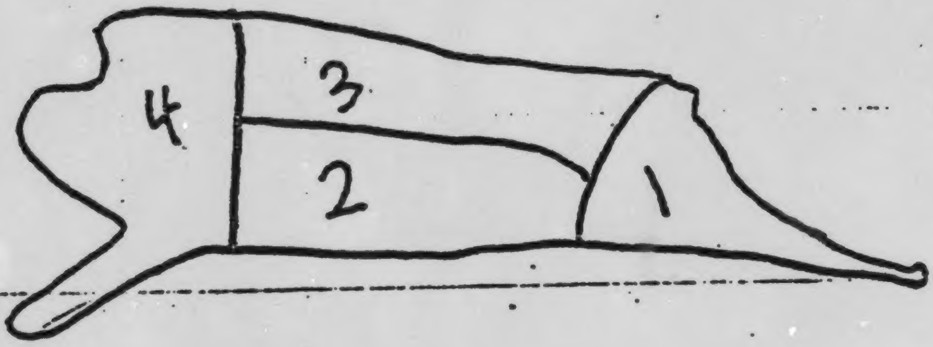
V. **LEARNING ACTIVITIES:**

1) Attend lecture by instructor.
2) Study hand out and forms provided.
3) Practice assigned task.
4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.64.
5) After passing test, practice to increase speed and accuracy.

VI. **REFERENCES:**

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

PORK



CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Identify Primal/Wholesale Cuts of a Pork Carcass **TASK NO.:** 300:64		
	1. Primal/Wholesale cuts of pork.		
	a. ham	1	
	b. spareribs	1	
	c. loin	1	
	d. shoulder	1	
	One point for each primal cut identified with 100% accuracy.		

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 4
TOTAL POINTS POSSIBLE: 4

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.65

III. TASK DESCRIPTION: Identify primal/wholesale cuts of a veal carcass.

IV. PERFORMANCE OBJECTIVE: Using a veal breakdown chart, identify primal/wholesale cuts of a veal carcass. Mastery will be demonstrated by scoring 100% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend lecture by instructor.

2) Study hand out and forms provided.

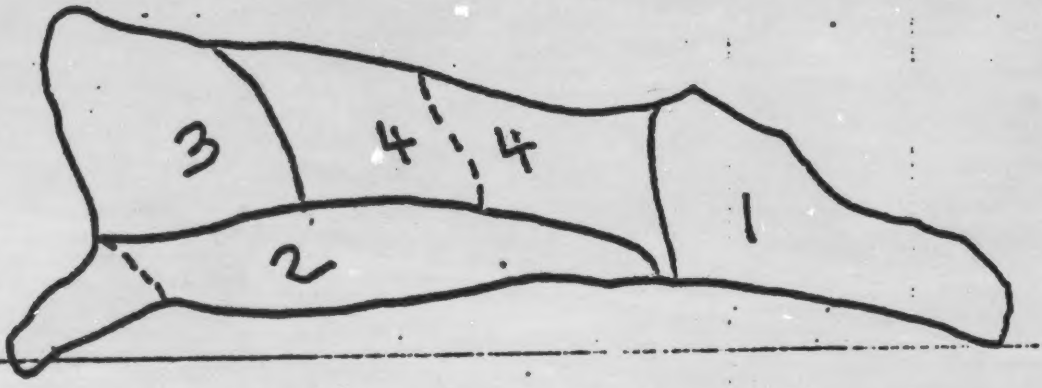
3) Practice assigned task.

4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.65.

5) After passing test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

VEAL



ITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Identify Primal/Wholesale Cuts of a Veal Carcass **TASK NO.:** 300.65		
	1. Primal/wholesale cuts of veal.		
	a. leg	1	
	b. breast/shank	1	
	c. shoulder	1	
	d. rack/loin	1	
	One point for each primal cut identified with 100% accuracy.		

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 4
TOTAL POINTS POSSIBLE: 4

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.66

III. TASK DESCRIPTION: Identify primal/wholesale cuts of a lamb carcass.

IV. PERFORMANCE OBJECTIVE: Using a lamb breakdown chart, identify primal/ wholesale cuts of a lamb carcass. Mastery will be demonstrated by scoring 100% on the product/performance checklist.

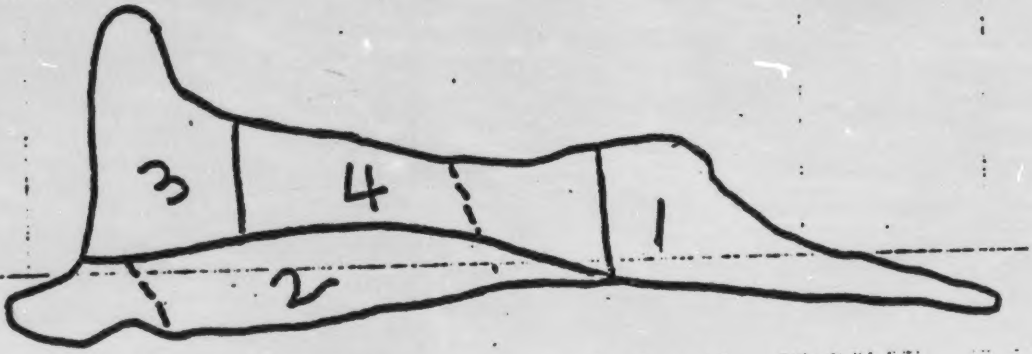
V. LEARNING ACTIVITIES:

1) Attend lecture by instructor.
2) Study hand out and forms provided.
3) Practice assigned task.
4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.66.
5) After passing test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

LAMB



[illegible]TICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Identify [illegible]imal/Wholesale Cuts of a Lamb Carcass **TASK NO.:** 300.66		
	1. Primal/Wholesale cuts of lamb.		
	a. leg	1	
	b. breast/shank	1	
	c. shoulder	1	
	d. rack/loin	1	
	One point for each primal cut identified with 100% accuracy.		

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 4
TOTAL POINTS POSSIBLE: 4

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.67

III. TASK DESCRIPTION: Identify the cuts of beef, pork, veal, and lamb.

IV. PERFORMANCE OBJECTIVE: Given 10 retail cuts of beef, pork, veal, and lamb, identify the cuts of beef, pork, veal, and lamb. Mastery will be demonstrated by scoring 8 out of 10, or 80%, on the performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend lecture by instructor.

2) Study hand out and forms provided.

3) Practice assigned task.

4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.67.

5) After passing test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

RITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Identify the Cuts of Beef, Pork, Veal, and Lamb **TASK NO.:** 300.67		
	1. From examples shown, student identified retail cuts.		
	a. New York Strip Steak	1	
	b. T-Bone Steak	1	
	c. Porterhouse Steak	1	
	d. Tenderloin Steak	1	
	e. Chateaubriand	1	
	f. Pork Chop	1	
	g. Pork Tenderloin	1	
	h. Lamb Chops	1	
	i. Lamb Shoulder Steak	1	
	j. Lamb Kidney	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.68

III. TASK DESCRIPTION: Break down and portion poultry.

IV. PERFORMANCE OBJECTIVE: Using 2½ lb. whole fryers, a French knife, cutting board, and sheet pan, break down and portion poultry. Mastery will be an acceptable rating on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.68.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Break Down and Portion Poultry TASK NO.: 300.68		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Whole chicken is disjointed, halved and quartered in 5 minutes.	1	
	5. Whole chicken is halved evenly.	1	
	6. Whole chicken is quartered evenly.	1	
	7. Boneless breast of chicken is boneless except for wing bone.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.69

III. TASK DESCRIPTION: Cook and de-vein shrimp.

IV. PERFORMANCE OBJECTIVE: Using raw whole shrimp, cook and devein shrimp. To master this task, you must score 10 out of 11 on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.69.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Cook and De-vein Shrimps **TASK NO.:** 300.69		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student removed shells from shrimp.	1	
	5. Student removed tails from shrimp.	1	
	6. Student removed vein from shrimp.	1	
	7. Student washed shrimp under cold water.	1	
*	8. One lb., 16-20 count; green shrimps are deveined and ready for cooking in 15 minutes.	2	
	9. One lb., 16-20 count, cooked shrimps are deveined and ready for serving in 15 minutes.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 11

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.70

III. TASK DESCRIPTION: Fillet and portion fish.

IV. PERFORMANCE OBJECTIVE: Using 10 lb. of frozen cod filets, a French knife, cutting board, and portion scale, fillet and portion fish. To master this task, you must score 11 out of 12 on the performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read hand out and material assigned.

3) Practice assigned task.

4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.70.

5) After passing test, practice to increase accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Fillet and Portion Fish TASK NO.: 300.70		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student removed scales (if needed).	1	
	5. Student removed skin (if needed).	1	
*	6. Student cut filets lengthwise in one piece.	2	
	7. Filet portions were equal.	2	
	8. Each filet weights 1½ ounces (plus or minus ¼ ounce).	2	
	9. Fish was stored at 35-40 degrees F.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 11
TOTAL POINTS POSSIBLE: 12

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.71

III. TASK DESCRIPTION: Process meat products by grinding.

IV. PERFORMANCE OBJECTIVE: Using a meat grinder and attachments, process meat products by grinding. Mastery will be an acceptable rating on the checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read hand out and material assigned.
3) Practice assigned task.
4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.71.
5) After passing test, practice to increase accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

TICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Process Meat Products by Grinding **TASK NO.:** 300.71		
	1. Student followed personal safety habits.	1	
*	2. Student followed safety procedures.	2	
*	3. Student followed sanitation techniques.	2	
*	4. Meat grinder is assembled correctly.	2	
*	5. Meat is ground with size blade specified.	2	
	6. Two lbs. of meat is ground in 3 minutes.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.72

III. TASK DESCRIPTION: Process meat products by tenderizing.

IV. PERFORMANCE OBJECTIVE: Using slices of round steak and a tenderizing mallet, process meat products by tenderizing. Mastery will be demonstrated by scoring an acceptable rating on all steps on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read hand out and material assigned.
3) Practice assigned task.
4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.72.
5) After passing test, practice to increase accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

		RATING	
CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	Acceptable	Not Acceptable
	TASK: Process Meat Products by Tenderizing **TASK NO.:** 300.72		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Meat is completely covered with marinate (if needed).	(1)	
	5. Student used commercial tenderizer in time specified on label (if applicable).	(1)	
	6. The meat product has been put through mechanical tenderizers (if used).	(1)	
	TOTAL POINTS EARNED:		
	POINTS NEEDED FOR MASTERY: 4 TOTAL POINTS POSSIBLE: 4		

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.73

III. TASK DESCRIPTION: Roast/bake meats.

IV. PERFORMANCE OBJECTIVE: Using a convection oven, roasting pan, meat thermometer, and meat, roast/bake meats. Mastery will be demonstrated by scoring an acceptable rating on the performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.73.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Roast/Bake Meats TASK NO.: 300.73		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student placed meat fat side up in roasting pan.	1	
	5. Student roasted/baked meat to desired degree of doneness.		
	a. rare, 125-135 degrees F.	2	
	b. medium, 135-145 degrees F.	2	
	c. well-done, 150-180 degrees F.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.74

III. TASK DESCRIPTION: Roast/bake poultry.

IV. PERFORMANCE OBJECTIVE: Using whole trussed chickens, a roasting pan, convection oven, and food thermometer, roast/bake poultry. Mastery will be demonstrated by scoring 100% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.74.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Roast/Bake Poultry TASK NO.: 300.74		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Poultry is roasted/baked, breast up, well done, but not overcooked.	2	
	5. Poultry is moist.	2	
	6. Poultry is golden brown.	2	
	7. Poultry is cooked to correct internal temperature of 160 degrees F. at thick part of breast and thigh.	3	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 12
TOTAL POINTS POSSIBLE: 12

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.75

III. TASK DESCRIPTION: Bake fish.

IV. PERFORMANCE OBJECTIVE: Using portioned codfish, baking pans, food thermometer, and recipe card, bake fish.. Mastery is an acceptable rating on all items on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5). When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.75.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Bake Fish TASK NO.: 300.75		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Fish was baked until tender (meat tissue separates to touch).	2	
	5. Baked fish is moist.	2	
	6. Baked fish is nicely browned.	2	
	7. Fish is baked to 160 degrees F. internal temperature.	3	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 12
TOTAL POINTS POSSIBLE: 12

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.76

III. TASK DESCRIPTION: Bake/broil meats.

IV. PERFORMANCE OBJECTIVE: Using 6 oz. strip steak, a broiler, and food thermometer, bake/broil meats. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.76.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Bake/Broil Meats TASK NO.: 300.76		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Each steak is cooked to specified degree of doneness.		
	a.. rare, 125-135 degrees F. internal temp.	2	
	b. medium, 135-145 degrees F. internal temp.	2	
	c. well-done, 150-180 degrees F. internal temp.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 9

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.77

III. TASK DESCRIPTION: Broil poultry.

IV. PERFORMANCE OBJECTIVE: Using a broiler and chicken parts, broil poultry. Mastery will be an acceptable rating on checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.77.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Broil Poultry TASK NO.: 300.77		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
*	4. Poultry is broiled until well done but not overcooked.	2	
*	5. Broiled poultry is moist.	2	
	6. Broiled poultry is golden brown.	1	
	TOTAL POINTS EARNED:		
	POINTS NEEDED FOR MASTERY: 8 TOTAL POINTS POSSIBLE: 8		

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.78

III. TASK DESCRIPTION: Broil fish.

IV. PERFORMANCE OBJECTIVE: Using a broiler and portioned red snapper, broil fish. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.78.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Broil Fish **TASK NO.:** 300.78		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Broiled fish is lightly brown.	1	
	5. Broiled fish is flaky in texture.	1	
*	6. Broiled fish is well done.	2	
	7. Broiled fish is well seasoned.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.79

III. TASK DESCRIPTION: Broil shellfish.

IV. PERFORMANCE OBJECTIVE: Using fresh oysters and recipe card for Oysters Rockefeller, broil shellfish. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.79.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Broil Shellfish **TASK NO.:** 300.79		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student broiled shellfish according to recipe.	1	
	5. Shellfish is broiled until well done.	2	
	6. Student broiled shellfish so meat is tender.	1	
	7. Student broiled shellfish so color is appropriate.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.80

III. TASK DESCRIPTION: Barbeque meats.

IV. PERFORMANCE OBJECTIVE: Using pork back ribs, portioned according to menu, and barbeque sauce, barbeque meat. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.80.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Barbeque Meats TASK NO.: 300.80		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Barbeque meats are prepared according to recipe.	1	
	5. Barbeque meats are fully cooked.	1	
	6. Barbeque meats have pleasing flavor.	1	
	7. Barbeque meats are appetizing to look at.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 7

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.81

III. TASK DESCRIPTION: Barbeque poultry.

IV. PERFORMANCE OBJECTIVE: Using chicken parts, sheet pans, barbeque sauce, convection oven, and recipe card, barbeque poultry. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.81.
5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Barbeque Poultry TASK NO.: 300.81		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Barbeque poultry is prepared according to recipe.	1	
	5. Barbeque poultry is fully cooked.	1	
	6. Barbeque poultry has pleasing flavor.	1	
	7. Barbeque poultry is appetizing to look at.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 7

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.82

III. TASK DESCRIPTION: Deep fry poultry.

IV. PERFORMANCE OBJECTIVE: Using breaded chicken parts, a deep fryer, and recipe card, deep fry poultry. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.82.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Deep Fry Poultry TASK NO.: 300.82		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student deep fried poultry with little fat absorbed.	1	
*	5. Deep fried poultry had crisp coating.	2	
	6. Poultry was deep fried at 325-350 degrees F.	1	
	7. Deep fried poultry was fully cooked.	2	
	8. Poultry is fried in time specified on standardized recipe.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.83

III. TASK DESCRIPTION: Deep fry fish.

IV. PERFORMANCE OBJECTIVE: Using breaded perch, a deep fryer, and recipe card, deep fry fish. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.83.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Deep Fry Fish TASK NO.: 300.83		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Fish was deep fried with little fat absorbed.	1	
	5. Fish was deep fried to form crisp coating.	1	
*	6. Fish was deep fried until fully cooked.	2	
	7. Deep fried fish is golden brown.	2	
	8. Fish is fried at 350-375 degrees F.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.84

III. TASK DESCRIPTION: Deep fry shellfish.

IV. PERFORMANCE OBJECTIVE: Using breaded clams, a deep fryer and recipe card, deep fry shellfish. Mastery will be an acceptable rating on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.84.
5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Deep Fry Shellfish TASK NO.: 300.84		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Shellfish was deep fried with little fat absorbed.	1	
	5. Shellfish was deep fried to form crisp coating.	1	
	6. Shellfish was deep fried until fully cooked.	2	
	7. Shellfish was deep fried to golden brown.	2	
	8. Shellfish is deep fried at 350-375 degrees F.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.85

III. TASK DESCRIPTION: Pan fry/saute meats.

IV. PERFORMANCE OBJECTIVE: Using tilt fry pan, sliced liver, flour, and oil, pan fry/saute meats. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.85.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Pan Fry/Saute Meats **TASK NO.:** 300.85		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Meat sauteed/pan fried is tender.	1	
	5. Sauteed/pan fried meat is golden brown.	1	
*	6. Meat is cooked to degree of doneness specified by customer.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 7

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.86

III. TASK DESCRIPTION: Pan fry/saute poultry.

IV. PERFORMANCE OBJECTIVE: Using a saute pan, butter, breaded chicken breast, and recipe card, pan fry/saute poultry. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.86.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Pan Fry/Saute Poultry **TASK NO.:** 300.86		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Poultry is pan fried/sauteed until evenly browned.	1	
	5. Poultry is pan fried until tender.	1	
*	6. Poultry is pan fried until well done.	2	
	7. Student garnishes poultry appropriately.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.87

III. TASK DESCRIPTION: Pan fry/saute fish.

IV. PERFORMANCE OBJECTIVE: Using frying pan, butter, spatula, recipe card, and breaded fish, pan fry/saute fish. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.87.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Pan Fry/Saute Fish TASK NO.: 300.87		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques,	1	
	4. Fish is pan fried/sauteed according to recipe.	1	
	5. Fish is pan fried/sauteed until crisp.	1	
*	6. Fish is pan fried/sauteed until fully cooked.	2	
	7. Fish is pan fried/sauteed evenly browned.	1	
	8. Fish is pan fried/sauteed until flaky to the touch.	1	
	9. Fish is garnished appropriately.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.88

III. TASK DESCRIPTION: Pan fry/saute shellfish.

IV. PERFORMANCE OBJECTIVE: Using saute pan, butter, recipe card, and snails, pan fry/saute shellfish. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.88.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO [illegible]ERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Pan Fry/Saute Shellfish. TASK NO.: 300.88		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Shellfish is prepared according to recipe.	1	
	5. Shellfish is pan fried/sauteed til crisp.	1	
*	6. Shellfish is pan fried/sauteed until fully cooked.	2	
	7. Shellfish is not overcooked.	1	
	8. Shellfish is garnished appropriately.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 9

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.89

III. TASK DESCRIPTION: Stew/simmer poultry.

IV. PERFORMANCE OBJECTIVE: Using stew pot, chicken, and recipe card, stew/simmer poultry. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.89.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Stew/Simmer Poultry TASK NO.: 300.89		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed standardized recipe.	1	
	5. Poultry is stewed/simmered until tender.	1	
*	6. Poultry is stewed/simmered until done.	2	
	7. Poultry is trussed before simmering.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.90

III. TASK DESCRIPTION: Poach variety meats.

IV. PERFORMANCE OBJECTIVE: Using poaching pan, water, range, bratwurst, and recipe card, poach variety meats. Mastery will be an acceptable rating on performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.90.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Poach Variety Meats **TASK NO.:** 300.90		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student blanched variety meats (if necessary).	1	
	5. Variety meats were poached until tender.	1	
	6. Mire poix was added to poaching liquid.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 6
TOTAL POINTS POSSIBLE: 6

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.91

III. TASK DESCRIPTION: Steam/poach fish.

IV. PERFORMANCE OBJECTIVE: Using steamer pan, convection steamer, fish portions, and recipe card, steam/poach fish. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.91.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Steam/Poach Fish TASK NO.: 300.91		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
*	4. Fish was steamed/poached until done.	2	
	5. Fish was steamed/poached until flaky.	1	
	6. Fish is garnished appropriately.	1	
	7. Fish is poached in time specified.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.92

III. TASK DESCRIPTION: Steam/poach shellfish.

IV. PERFORMANCE OBJECTIVE: Using steamer pan, convection steamer, shellfish, and recipe card, steam/poach shellfish. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.92.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Steam/Poach Shellfish TASK NO.: 300.92		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Shellfish is steamed/poached according to recipe.	1	
	5. Shellfish is steamed/poached until tender.	1	
	6. Shellfish is garnished appropriately.	1	
	7. Shellfish is steamed/poached in time specified.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 7

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.93

III. TASK DESCRIPTION: Braise meat.

IV. PERFORMANCE OBJECTIVE: Using braising pan, an inside round, and recipe card, braise meat. To master this task, you must score 8 out of 9 on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.93.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Braise Meats TASK NO.: 300.93		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Meat is braised according to recipe.	1	
	5. Meat is evenly browned.	1	
	6. Meat is braised until tender.	1	
	7. Meat is not overcooked.	1	
	8. Sauce has right consistency and color.	1	
	9. Braised meat is flavorful.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 9

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.94

III. TASK DESCRIPTION: Braise poultry.

IV. PERFORMANCE OBJECTIVE: Using braising pan, water, recipe card, and poultry, briase poultry. To master this task, you must score 6 out of 7 on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.94.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Braise Poultry TASK NO.: 300.94		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student braised poultry according to recipe.	1	
	5. Poultry was braised until tender.	1	
	6. Braised poultry was not overdone.	1	
	7. Braised poultry was garnished appropriately.	1	
	TOTAL POINTS EARNED:		
	POINTS NEEDED FOR MASTERY: 6 TOTAL POINTS POSSIBLE: 7		

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.95

III. TASK DESCRIPTION: Grill meat.

IV. PERFORMANCE OBJECTIVE: Using grill, spatula, tongs, and meat, grill meat. Mastery will be an acceptable rating on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.95.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Grill Meat TASK NO.: 300.95		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Meat is grilled to desired degree of doneness.		
	a. rare, 125-135 degrees F.	1	
	b. medium, 135-145 degrees F.	1	
	c. well done, 150-180 degrees F.	1	
	5. Grilled meat is evenly browned.	1	
	6. Grilled meat is garnished appropriately.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.96

III. TASK DESCRIPTION: Prepare a casserole item.

IV. PERFORMANCE OBJECTIVE: Using recipe card on file and day's menu, prepare a casserole item. To master this task, you must score an acceptable rating on all * items on the produce/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.96.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare a casserole item **TASK NO.:** 300.96		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
*	3. Student followed sanitation techniques.	1	
*	4. Casseroles are prepared according to standardized recipe.	1	
*	5. Internal temperature of casserole was between 145-165 degrees F.	2	
*	6. Casseroles are moist and juicy.	1	
*	7. Casseroles are nicely browned.	1	
*	8. Casseroles are prepared in time specified.	1	
*	9. Casseroles exhibit taste as specified in recipe.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.97

III. TASK DESCRIPTION: Carve fruits and vegetables.

IV. PERFORMANCE OBJECTIVE: Using model provided by instructor, paring knife, and fruit and vegetables, carve fruits and vegetables. To master this task, you must score 7 out of 8 on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read hand out and material assigned.

3) Practice assigned task.

4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.97.

5) After passing test, practice to increase accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Carve Fruits and Vegetables TASK NO.: 300.97		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
*	4. Fruits and vegetables are carved in pleasing color combination.	1	
*	5. Fruits and vegetables are carved in size and shape prescribed to 80% of the model.	2	
	6. Fruits and vegetables are carved in time specified.	1	
*	7. Fruits and vegetables carved retained color and shape.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 8

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.98

III. TASK DESCRIPTION: Weigh and measure food.

IV. PERFORMANCE OBJECTIVE: Using ounce scale, pound scale, or food scoops, weigh and measure food. Mastery will be an acceptable rating on all items on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 300.98.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Weigh and Measure Food		
	TASK NO.: 300.98		
*	1. Student followed personal safety habits.	1	
*	2. Student followed safety procedures.	1	
*	3. Student followed sanitation techniques.	1	
*	4. Items weighed are in exact portions specified.		
	a.	1	
	b.	1	
*	5. Items measured are in exact portions specified.		
	a.	1	
	b.	1	
*	6. All items are measured in time specified.	1	
*	7. All items are weighed in time specified.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 9

WORK STATION: Kitchen

I. DUTY: Food Preparation

II. TASK NO.: 300.99

III. TASK DESCRIPTION: Wrap or cover portioned food items.

IV. PERFORMANCE OBJECTIVE: Using plastic film in dispenser and food in containers, wrap or cover portioned food items. To master this task, you must have a 100% rating on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read hand out and material assigned.
3) Practice assigned task.
4) When you feel confident performing this task, demonstrate mastery as outlined in checklist No. 300.99.
5) After passing test, practice to increase accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Wrap or Cover Portioned Food Items TASK NO.: 300.99		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. All items are wrapped/covered so they are air tight.	1	
	5. All items are marked and dated after covering.	1	
	6. All items are wrapped/covered in time specified.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 6
TOTAL POINTS POSSIBLE: 6

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.1

III. TASK DESCRIPTION: Prepare and finish fruit cakes.

IV. PERFORMANCE OBJECTIVE:

Given a recipe, equipment, and ingredients, prepare and finish fruit cakes. To demonstrate mastery, you must score a minimum of 8 out of 10 rating on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.1

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare and Finish Fruit Cakes TASK NO.: 400.1		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Fruit cake recipe was followed with 100% accuracy.	1	
*	5. Ingredients were measured exactly.	2	
	6. Cake was baked at temperature specified in recipe.	1	
*	7. Fruit did not sink to bottom but was evenly distributed.	2	
	8. Student was able to unmold fruit cake.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.2

III. TASK DESCRIPTION: Prepare sponge cake.

IV. PERFORMANCE OBJECTIVE: Given recipe, ingredients, and equipment, prepare sponge cake. Evaluation will be a rating of 80% on the performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.2.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Sponge Cake TASK NO.: 400.2		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Sponge cake recipe was followed with 100% accuracy.	1	
*	5. Ingredients were measured exactly.	2	
	6. Sponge cake was baked at temperature specified on recipe.	1	
	7. Sponge cake did not collapse after baking.	1	
	8. Cake had nice brown crust.	1	
	9. Cake was moist on the inside.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. **DUTY:** Baking

II. **TASK NO.:** 400.3

III. **TASK DESCRIPTION:** Prepare and oven finish foam type cakes.

IV. **PERFORMANCE OBJECTIVE:** Supplied with ingredients and a recipe, prepare and oven finish foam type cakes. To demonstrate mastery, you must score 80% minimum on checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.3
5) After passing test, practice to increase proficiency.

VI. **REFERENCES:**

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare and Oven Finish Foam-Type Cakes		
	TASK NO.: 400.3		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Standardized recipe was followed 100%.	1	
*	5. Ingredients were measured exactly.	2	
	6. Cakes were baked at temperature specified in recipe.	1	
*	7. Cakes did not collapse after baking.	2	
	8. Two cakes were baked in time specified by instructor.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.4

III. TASK DESCRIPTION: Prepare batter cakes.

IV. PERFORMANCE OBJECTIVE: Using a recipe supplied by the instructor, ingredients, and equipment, prepare batter cakes. To demonstrate mastery, you must score 90% minimum on checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.4
5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Batter Cakes TASK NO.: 400.4		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
*	4. Cake batter recipe was followed with 100% accuracy.	2	
*	5. Ingredients were measured exactly.	2	
	6. Cakes were baked at temperature specified in recipe.	1	
	7. Cakes are light and fluffy after baking.	1	
	8. Two cakes were baked in time specified by instructor.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.5

III. TASK DESCRIPTION: Prepare ice cream cakes.

IV. PERFORMANCE OBJECTIVE: Given a recipe, ingredients, and equipment, prepare ice cream cakes. To demonstrate mastery, you must score 80% minimum on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.5

6) After passing practical test practice, to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Ice Cream Cakes		
	TASK NO.: 400.5		
	1. Student followed personal safety habits	1	
	2. Student followed safety procedures	1	
	3. Student followed sanitation techniques	1	
	4. Ice cream cake recipe was followed with 100% accuracy	1	
	5. Ice cream cake was assembled according to recipe	1	
	6. Ice cream cake was decorated according to recipe	1	
*	7. Ice cream was of right consistency to be used	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 8

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.6

III. TASK DESCRIPTION: Prepare fruit filled cakes.

IV. PERFORMANCE OBJECTIVE: Using a recipe, ingredients, and equipment, prepare fruit filled cakes. Evaluation will be a rating of 90% on checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.6

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Fruit Filled Cakes TASK NO.: 400.6		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Recipe for fruit filled cake was followed with 100% accuracy.	1	
*	5. Ingredients were measured exactly.	2	
	6. Fruit was drained before use.	2	
	7. Gelatin topping was prepared at temperature specified.	1	
	8. Student prepared one fruit filled cake in time specified.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.7

III. TASK DESCRIPTION: Prepare tortes.

IV. PERFORMANCE OBJECTIVE: Given a recipe, ingredients, equipment, and a picture of a finished torte, prepare tortes. To demonstrate mastery, you must score 100% on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.7 .

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Tortes TASK NO.: 40017		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Standardized recipe was followed with 100% accuracy.	1	
	5. Student measured ingredients exactly.	1	
	6. Tortes were decorated according to recipe.	1	
	7. Tortes were decorated according to picture.	1	
	8. Tortes exhibit flavors as specified in recipe.	1	
	9. Color combinations used were pleasing to the eye.	1	
	10. Prepared two tortes in time specified by instructor.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.8

III. TASK DESCRIPTION: Prepare baked Alaska.

IV. PERFORMANCE OBJECTIVE: Given a recipe, ingredients, tools, and equipment, and a picture, prepare baked Alaska. To demonstrate mastery, you must score a minimum of 90% on product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.8
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	RATING Not Acceptable
	TASK: Prepare Baked Alaska TASK NO.: 400.8		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed recipe given with 100% accuracy.	1	
*	5. Ice cream used was at right consistency.	2	
	6. Baked Alaska was decorated according to picture.	1	
*	7. Baked Alaska was browned nicely before serving.	2	
	8. Student prepared one baked Alaska in 30 minutes or less.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.9

III. TASK DESCRIPTION: Decorate birthday cakes.

IV. PERFORMANCE OBJECTIVE: Using a recipe, ingredients, equipment, and a picture, decorate birthday cakes. To demonstrate mastery, all steps on checklist must have an acceptable rating.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.9
5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Decorate Birthday Cakes TASK NO.: 400.9		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Birthday cake was decorated according to picture given.	1	
	5. Color combinations used were according to instructions.	1	
*	6. One 12" birthday cake was decorated in 30 minutes or less.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 7

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.10

III. TASK DESCRIPTION: Decorate novelty cake.

IV. PERFORMANCE OBJECTIVE: Provided with a recipe, ingredients, tools, and a picture of a decorated cake, decorate novelty cake. To demonstrate mastery, you must score 100% on a product performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.10

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Decorate Novelty Cake **TASK NO.:** 400.10		
	1. Student followed personal safety habits	1	
	2. Student followed safety procedures	1	
	3. Student followed sanitation techniques	1	
	4. Cake was decorated according to picture given	1	
	5. Color combinations used were according to instructions given	1	
	6. One novelty cake was prepared in 30 minutes or less	1	
	TOTAL POINTS EARNED:		
	POINTS NEEDED FOR MASTERY: 6 TOTAL POINTS POSSIBLE: 6		

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.11

III. TASK DESCRIPTION: Decorate wedding cakes.

IV. PERFORMANCE OBJECTIVE: Provided with a recipe, ingredients, tools, and a picture of a decorated cake, decorate wedding cakes. To demonstrate mastery, you must score 100% on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.11

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchever
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Decorate Wedding Cakes TASK NO.: 400.11		
	1. Student followed personal safety habits	1	
	2. Student followed safety procedures	1	
	3. Student followed sanitation techniques	1	
	4. Student decorated wedding cake according to picture supplied	1	
	5. Color combinations were according to instructions	1	
	6. One wedding cake was decorated in the time limit given by the instructor	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 6
TOTAL POINTS POSSIBLE: 6

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.12

III. TASK DESCRIPTION: Prepare buttercream icing.

IV. PERFORMANCE OBJECTIVE: Given a recipe, equipment, and supplies, prepare buttercream icing. To demonstrate mastery, all steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.12
5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Buttercream Icing TASK NO.: 400.12		
	1. Student followed personal safety habits	1	
	2. Student followed safety procedures	1	
	3. Student followed sanitation techniques	1	
	4. Student followed recipe for buttercream icing with 100% accuracy	1	
	5. Student measured ingredients correctly	1	
	6. Consistency of buttercream was as specified in recipe	1	
	7. Buttercream exhibited flavor as specified in recipe	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 7

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.13

III. TASK DESCRIPTION: Prepare boiled icing

IV. PERFORMANCE OBJECTIVE: Given a recipe, tools, and equipment, prepare boiled icing. Evaluation will be an acceptable rating on a performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.13
5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Boiled Icing TASK NO.: 400.13		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Recipe for boiled icing was followed with 100% accuracy.	1	
	5. Ingredients were measured exactly.	1	
	6. Consistency of boiled icing was as specified in recipe.	1	
	7. Boiled icing exhibited flavor as specified in recipe.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 7

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.14

III. TASK DESCRIPTION: Prepare fudge icing.

IV. PERFORMANCE OBJECTIVE: Given a recipe, ingredients, and supplies, prepare fudge icing. To master this task, you must achieve 100% on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.14

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Fudge Icing TASK NO.: 400.14		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Recipe for fudge icing was followed with 100% accuracy.	1	
	5. Ingredients were measured exactly.	1	
	6. Consistency of fudge icing was as specified in recipe.	1	
	7. Fudge icing exhibited flavor as specified in recipe.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 7

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.15

III. TASK DESCRIPTION: Prepare cooked icing.

IV. PERFORMANCE OBJECTIVE: Provided with a recipe, equipment, and supplies, prepare cooked icing. Evaluation will be an acceptable rating on all items on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.15

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Cooked Icing TASK NO.: 400.15		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Recipe for cooked icing was followed with 100% accuracy.	1	
	5. Ingredients were measured exactly.	1	
	6. Consistency of cooked icing was as specified in recipe.	1	
	7. Cooked icing exhibited flavor as specified in recipe.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 7

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.16

III. TASK DESCRIPTION: Prepare royal icing.

IV. PERFORMANCE OBJECTIVE: Provided with a recipe, equipment, and supplies, prepare royal icing. To demonstrate mastery, you must score 100% on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.16

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchever-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	RATING Not Acceptable
	TASK: Prepare Royal Icing TASK NO.: 400.16		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Recipe for royal icing was followed with 100% accuracy.	1	
	5. Ingredients were measured exactly.	1	
	6. Consistency of royal icing was as specified in recipe.	1	
	7. Royal icing exhibited flavor as specified in recipe.	1	
*	8. Icing was smooth, not grainy, in consistency.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 9

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.17

III. TASK DESCRIPTION: Prepare whipped cream toppings.

IV. PERFORMANCE OBJECTIVE: Provided with ingredients and a recipe, prepare whipped cream toppings. To demonstrate mastery, all steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.17

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchever-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Whipped Cream Toppings **TASK NO.:** 400.17		
	1. Student followed personal safety habits	1	
	2. Student followed safety procedures	1	
	3. Student followed sanitation techniques	1	
	4. Recipe for whipped cream topping was followed with 100% accuracy	1	
	5. Ingredients were measured exactly	1	
	6. Whipped cream used was refrigerated between 35° and 38° degrees F.	1	
	7. Utensils used were refrigerated between 35 and 38 degrees F.	1	
*	8. Whipping cream topping was not overwhipped	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 9

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.18

III. TASK DESCRIPTION: Prepare meringue topping.

IV. PERFORMANCE OBJECTIVE: Given a recipe, equipment, and supplies, prepare meringue topping. To master this task, you must score 9 out of 10 or 90% on a product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.18

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Meringue Topping TASK NO.: 400.18		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Recipe for meringue topping was followed with 100% accuracy.	1	
	5. Ingredients were measured exactly.	1	
*	6. Egg whites used were free of traces of egg yolks.	2	
*	7. Bowl and wire whip used were clean and fat free.	2	
	8. Meringue topping was not over-whipped.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.19

III. TASK DESCRIPTION: Prepare fruit filling.

IV. PERFORMANCE OBJECTIVE: Given a recipe, equipment, and supplies, prepare fruit filling. To demonstrate mastery, all steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.19

5) After passing test; practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola.

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Fruit Filling TASK NO.: 400.19		
	1. Student followed personal safety habits	1	
	2. Student followed safety procedures	1	
	3. Student followed sanitation techniques	1	
	4. Followed recipe for fruit filling with 100% accuracy	1	
	5. Ingredients were measured exactly	1	
	6. Fruit filling exhibits taste and color according to recipe	1	
	7. Fruit filling was free of lumps	1	
	8. Fruit filling had a nice shine	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 8

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.20

III. TASK DESCRIPTION: Prepare cream filling.

IV. PERFORMANCE OBJECTIVE: Provided with ingredients, tools, and equipment, prepare cream filling. To master this task, you must score 100% on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.20

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	RATING Not Acceptable
	TASK: Prepare Cream Filling TASK NO.: 400.20		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed recipe for cream filling with 100% accuracy.	1	
	5. Ingredients were measured exactly.	1	
	6. Cream filling was not over-whipped.	1	
	7. Cream filling was stored between 35 and 38 degrees F.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 7
TOTAL POINTS POSSIBLE: 7

WORK STATION: Bakeshop

I. **DUTY:** Baking

II. **TASK NO.:** 400.21

III. **TASK DESCRIPTION:** Prepare custard filling.

IV. **PERFORMANCE OBJECTIVE:** Given recipe, ingredients, and equipment, prepare custard filling. Evaluation will be an acceptable rating of 90% on the performance/product checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.21.
6) After passing practical test, practice to increase speed and accuracy.

VI. **REFERENCES:**

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	Not Acceptable
	TASK: Prepare Custard Filling TASK NO.: 400.21		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Followed recipe for custard filling with 100% accuracy.	1	
	5. Ingredients were measured exactly.	1	
*	6. Custard had a smooth, not grainy, consistency.	2	
	7. Custard filling was covered to prevent skin from forming.	1	
*	8. Custard filling was stored between 35 and 38 degrees F.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.22

III. TASK DESCRIPTION: Prepare chiffon filling.

IV. PERFORMANCE OBJECTIVE: Given recipe, ingredients, and equipment, prepare chiffon filling. To master this task, you must achieve 9 out of 10 on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.22

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Chiffon Filling TASK NO.: 400.22		
	1. Student followed personal safety habits.	1	
	2. Student followed safety procedures.	1	
	3. Student followed sanitation techniques.	1	
	4. Student followed recipe for chiffon filling with 100% accuracy.	1	
	5. Ingredients were measured exactly.	1	
*	6. Egg whites were whipped to consistency according to recipe.	2	
*	7. Egg whites and cream were folded in correctly	2	
	8. Chiffon filling exhibited taste as specified in recipe.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.23

III. TASK DESCRIPTION: Prepare muffins.

IV. PERFORMANCE OBJECTIVE: Provided with a recipe, ingredients, and equipment, prepare muffins. All steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.23.
5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Muffins TASK NO.: 400.23		
	1. Follows personal safety habits.	1	
	2. Follows kitchen safety procedures.	1	
	3. Practices sanitation procedures.	1	
	4. Checks oven temperature and gathers ingredients and utensils.	1	
	5. Stirs ingredients at slow speed.	1	
	6. Sifts flour into moist ingredients.	2	
	7. Folds additional ingredients from formula.	2	
	8. Fills each greased tin space half full.	1	
	9. Places at proper level in oven.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 11
TOTAL POINTS POSSIBLE: 11

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.24

III. TASK DESCRIPTION: Prepare loaves of bread.

IV. PERFORMANCE OBJECTIVE: Provided with a recipe, ingredients, tools, and equipment, prepare loaves of bread. All steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.24.
5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Loaves of Bread TASK NO.: 400.24		
	1. Follows personal safety and sanitation procedures.	1	
	2. Follows kitchen safety procedures.	1	
	3. Checks oven temperature.	1	
*	4. Greases or lines loaf pans.	3	
*	5. Checks thickness of batter for over-mixing.	2	
	6. Places loaves at correct level in oven.	1	
	7. Loaves must be brown in color and sound hollow when tapped.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.25

III. TASK DESCRIPTION: Prepare baking powder biscuits.

IV. PERFORMANCE OBJECTIVE: Given a recipe, equipment, and supplies, prepare baking powder biscuits. To master this task, you must score 90% on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.25.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Baking Powder Biscuits TASK NO.: 400.25		
	1. Follows personal safety and sanitation habits.	1	
	2. Follows kitchen safety procedures.	1	
	3. Checks oven temperature.	1	
	4. Mixes ingredients according to formula.	1	
*	5. Dust work bench with flour.	1	
	6. Rolls dough to ½" thickness.	1	
*	7. Cuts biscuits with biscuit cutter.	1	
	8. Places in straight row on lined sheet pan.	1	
	9. Brushes top with egg wash.	1	
	10. Places at proper level in oven.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.26

III. TASK DESCRIPTION: Prepare hand cut cookies.

IV. PERFORMANCE OBJECTIVE: Given a recipe, equipment, and supplies, prepare hand cut cookies. Evaluation will be a rating of 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.26.
5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Prepare Hand Cut Cookies **TASK NO.:** 400.26		
	1. Follows personal safety and sanitation habits	1	
	2. Follows kitchen safety procedures	1	
	3. Checks oven temperature	1	
*	4. Mixes ingredients according to formula	1	
*	5. Chills cookie rolls	1	
	6. Dusts work table with flour	1	
*	7. Rolls dough to 1/4" thickness	1	
	8. Uses proper cookie cutters	1	
	9. Places on lined sheet pan at proper spacing	1	
	10. Places at correct level in oven	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.27

III. TASK DESCRIPTION: Prepare machine cookies.

IV. PERFORMANCE OBJECTIVE: Using equipment, ingredients, and a recipe, prepare machine cookies. All steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.27.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Prepare Machine Cookies TASK NO.: 400.27		
	1. Follows personal safety and sanitation habits	1	
	2. Follows kitchen safety procedures	1	
	3. Checks oven temperature	1	
*	4. Mixes ingredients according to formula	1	
*	5. Uses proper tube and/or setting on pastry bag or machine	1	
	6. Positions bag properly	1	
*	7. Fills bag properly with cookie batter.	1	
	8. Tubes onto lined sheet pan	1	
	9. Spaces cookies correctly	1	
	10. Sets pans in oven at correct level	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.28

III. TASK DESCRIPTION: Prepare drop cookies.

IV. PERFORMANCE OBJECTIVE: Using a recipe, ingredients, and equipment, prepare drop cookies. To master this task, you must score 9 out of 10 on a performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.28.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Prepare Drop Cookies TASK NO.: 400.28		
	1. Follows personal safety and sanitation habits	1	
	2. Follows kitchen safety procedures.	1	
	3. Checks oven temperature.	1	
	4. Mixes ingredients according to formula.	1	
*	5. Obtains proper size food scoops.	1	
	6. Lines sheet pans with parchment paper.	1	
*	7. Scoops cookies to level scoop to control size	1	
	8. Drops dough on lined sheet pans to pattern.	1	
*	9. Insures proper spacing.	1	
	10. Places at correct level in oven.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.29

III. TASK DESCRIPTION: Prepare refrigerator cookies.

IV. PERFORMANCE OBJECTIVE: Given a recipe, equipment, and supplies, prepare refrigerator cookies. To master this task, you must score 9 out of 10 on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.29.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Refrigerator Cookies TASK NO.: 400.29		
	1. Follows personal safety and sanitation habits	1	
	2. Follows kitchen safety procedures.	1	
	3. Checks oven temperature.	1	
	4. Mixes ingredients according to formula.	1	
	5. Wraps sized tubes of prepared dough.	1	
	6. Chills dough in refrigerator.	1	
	7. Rolls dough to ½" thickness.	1	
	8. Uses appropriate cookie cutter or slices according to recipe.	1	
	9. Places on lined sheet pan, spacing properly.	1	
	10. Places at correct level in oven and bakes to instructions.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 9
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.30

III. TASK DESCRIPTION: Prepare bag cookies.

IV. PERFORMANCE OBJECTIVE: Provided with recipe, equipment, and ingredients, prepare bag cookies. Evaluation will be an acceptable rating on all items on the performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.30.
5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Bag Cookies TASK NO.: 400.30		
	1. Follows personal safety and sanitation habits.	1	
	2. Follows kitchen safety procedures.	1	
	3. Checks oven temperature.	1	
	4. Mixes ingredients according to formula.	1	
	5. Uses correct tube and bag size.	1	
	6. Positions bag properly.	1	
	7. Fills bag correctly.	1	
	8. Tubes dough into lined sheet pans.	1	
	9. Spaces cookies correctly.	1	
	10. Sets pans in oven at correct level and bakes to instructions.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.31

III. TASK DESCRIPTION: Prepare crumb crust pies.

IV. PERFORMANCE OBJECTIVE: Given recipe, equipment, and supplies, prepare crumb crust pies. All steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.31.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Prepare Crumb Crust Pies TASK NO.: 400.31		
	1. Follows personal safety and sanitation habits	1	
	2. Follows kitchen safety procedures	1	
*	3. Use dry graham or linzer crumbs	1	
*	4. Mixes according to formula	1	
	5. Presses crust mixture into pie pans	1	
*	6. Pre-bakes crusts at proper temperature	1	
	7. Fills pie shells properly	1	
	8. Garnishes chilled filling	1	
	9. Stores in cooler for service	1	
	10. Covers finished pies as suggested	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.32

III. TASK DESCRIPTION: Prepare baked double crust pies.

IV. PERFORMANCE OBJECTIVE: Given recipe, equipment, and supplies, prepare baked double crust pies. To master this task, you must score 8 out of 10 on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.32.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Baked Double Crust Pies TASK NO.: 400.32		
	1. Follows personal safety and sanitation habits	1	
	2. Follows kitchen safety procedures	1	
*	3. Mixes dough according to formula	1	
	4. Dusts work table with flour	1	
	5. Rolls dough to 1/4" thickness	1	
	6. Gently places dough in greased pan	1	
*	7. Presses dough into pan and docks if needed	1	
	8. Trims excess dough from edge	1	
	9. Fills pan and tops with top crust	1	
*	10. Flutes top crust to bottom for even appearance	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8

TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.33

III. TASK DESCRIPTION: Prepare baked single crust pies.

IV. PERFORMANCE OBJECTIVE: Using a recipe, equipment, and supplies, prepare baked single crust pies. All steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.33.
5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Baked Single Crust Pies		
	TASK NO.: 400.33		
	1. Follows personal safety and sanitation habits	1	
	2. Follows kitchen safety procedures	1	
*	3. Mixes dough according to formula	1	
	4. Dusts work table with flour	1	
*	5. Rolls dough to 1/4" thickness	1	
	6. Gently places dough into greased pan	1	
*	7. Trims and flutes edge	1	
	8. Pre-bakes pie shell	1	
	9. Fills properly with appropriate ingredients	1	
	10. Garnishes correctly	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.34

III. TASK DESCRIPTION: Prepare pie in pre-baked shells.

IV. PERFORMANCE OBJECTIVE: Using pre-baked shells, a recipe, ingredients, and equipment, prepare pie in pre-baked shells. All steps on the product/performance checklist marked with an * must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read recipe and gather ingredients.
3) Prepare equipment needed.
4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.34.
5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Prepare Pie in Pre-Baked Shells TASK NO.: 400.34		
	1. Follows personal safety and sanitation habits.	1	
	2. Follows kitchen safety procedures.	1	
*	3. Mixes ingredients according to formula.	1	
*	4. Rolls dough to ¼" thickness.	1	
*	5. Places dough over back of inverted pie tin.	1	
*	6. Trims excess dough.	1	
*	7. Docks dough with fork.	1	
*	8. Covers with another tin.	1	
*	9. Places cooked, cooled, shell inside another tin.	1	
*	10. Reserves baked shells for filling.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.35

III. TASK DESCRIPTION: Prepare baked yeast-raised sweet dough coffee cakes.

IV. PERFORMANCE OBJECTIVE: Using a recipe, equipment, and ingredients, prepare baked yeast raised sweet dough coffee cakes. To master this task, you must score 10 out of 12 on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.35.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Baked Yeast-Raised Sweet Dough Coffee Cakes TASK NO.: 400.35		
	1. Follows personal safety and sanitation procedures.	1	
	2. Follows kitchen safety procedures.	1	
	3. Mixes ingredients according to formula.	1	
*	4. Adds fresh yeast dissolved in warm water 105 to 115 degrees F.	1	
	5. Develops dough correctly.	1	
*	6. Kneads to smooth consistency/texture.	1	
	7. Covers while rising in proof box.	1	
	8. Double checks for warm, humid environment.	1	
*	9. Checks rise to time and doubling.	1	
	10. Turns out and shapes for appropriate production.	1	
	11. Put in oven or wrap and put in freezer.	1	
	12. Covers properly to avoid quality loss through freezer burn.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 12

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.36

III. TASK DESCRIPTION: Prepare baked yeast-raised sweet dough danish.

IV. PERFORMANCE OBJECTIVE: Given a recipe, equipment, and supplies, prepare baked yeast raised sweet dough danish. Evaluation will be an acceptable rating on all * items of the performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.36.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Bake Yeast-Raised Sweet Dough Danish TASK NO.: 400.36		
	1. Follows personal sanitation and safety procedures.	1	
	2. Follows kitchen safety procedures.	1	
*	3. Prepared basic sweet roll dough to formula.	1	
*	4. Spreads butter on rolled out dough for basic danish.	2	
*	5. Rolls three book folds alternately resting/chilling.	2	
*	6. Shapes and fills according to production.	1	
*	7. Proofs and baked according to formula.	1	
*	8. Garnishes correctly.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.37

III. TASK DESCRIPTION: Prepare fried yeast-raised products.

IV. PERFORMANCE OBJECTIVE: Given a recipe, equipment, and supplies, prepare fried yeast raised products. Evaluation will be an acceptable rating on all * items on the performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.37.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

		RATING	
CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	Acceptable	Not Acceptable
	TASK: Prepare Fried Yeast-Raised Products TASK NO.: 400:37		
*	1. Follows personal safety and sanitation procedures.	1	
	2. Follows kitchen safety procedures.	1	
*	3. Mixes ingredients according to formula.	1	
*	4. Heats frying fat to 375 degrees F.	1	
*	5. Proofs dough in mixing bowl.	1	
*	6. Places prepared dough on work table dusted with flour.	1	
*	7. Rolls dough to ½" thickness.	1	
*	8. Uses doughnut cutter correctly.	1	
*	9. Fries to correct color and turns properly for even cooking.	1	
	10. Removes onto grate or absorbent paper.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.38

III. TASK DESCRIPTION: Prepare yeast-raised buns.

IV. PERFORMANCE OBJECTIVE: Provided with ingredients, a recipe, and equipment, prepare yeast raised buns. To master this task, you must achieve 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.38.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Yeast-Raised Buns TASK NO.: 400.38		
	1. Follows personal safety/sanitation procedures.	1	
	2. Follows kitchen safety procedures.	1	
*	3. Prepares basic sweet dough.	1	
	4. Proofs correctly for production.	1	
*	5. Rolls and places in bun pan.	1	
*	6. Incises with oiled cutter.	1	
	7. Proofs correctly.	1	
	8. Bakes until done.	1	
	9. Brushes with butter.	1	
	10. Garnishes to formula.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.39

III. TASK DESCRIPTION: Prepare yeast-raised breads.

IV. PERFORMANCE OBJECTIVE: Using a recipe, supplies, and equipment, prepare yeast raised breads. To master this task, you must achieve a score of 10 out of 12 on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructors.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.39.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Yeast-Raised Breads TASK NO.: 400.39		
	1. Follows personal safety/sanitation procedures.	1	
	2. Follows kitchen safety procedures.	1	
*	3. Mixes ingredients for straight dough method.	1	
*	4. Dissolves yeast in warm water, heats milk to scald.	1	
	5. Adds to ingredients in bowl.	1	
	6. Stirs in flour to correct consistency.	1	
	7. Turns out on floured work table.	1	
*	8. Kneads to smooth satiny texture.	1	
	9. Proofs then punches down and shapes into loaves.	1	
	10. Places in greased loaf pans, proofs and bakes at 400 degrees F. until done.		
	11. Brushes with butter.	1	
	12. Cools on racks.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 12

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.40

III. TASK DESCRIPTION: Prepare baked cream puffs and eclairs.

IV. PERFORMANCE OBJECTIVE: Provided with a recipe, ingredients, and equipment, prepare baked cream puffs and eclairs. All steps on the product/performance checklist must be rated acceptable.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read Professional Chef as assigned.
3) Review hand out.
4) Practice assigned task.
5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.40.
6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Baked Cream Puffs and Eclairs TASK NO.: 400.40		
	1. Follows personal safety/sanitation procedures.	1	
	2. Follows kitchen safety procedures.	1	
	3. Mixes cream puff paste to formula.	1	
	4. Cooks butter, flour, and milk at least 5 minutes, mixing constantly.	1	
	5. Adds eggs one at a time.	1	
	6. Tubes paste onto lined sheet pans.	1	
	7. Shapes either 3" long bars or silver dollar circles.	1	
	8. Bakes at 400 degrees F. until color and dryness are reached.	1	
	9. Cools on rack.	1	
	10. Cuts 1/3 to 1/2 way down and fills bottom. Covers and garnishes with cream filling.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.41

III. TASK DESCRIPTION: Prepare French donuts.

IV. PERFORMANCE OBJECTIVE: Using ingredients, equipment, a recipe, and pastry bag, prepare French donuts. Evaluation will be an acceptable rating on all * items on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.41.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare French Donuts TASK NO.: 400.41		
	1. Follows personal safety/sanitation procedures.	1	–
	2. Follows kitchen safety procedures.	1	
*	3. Prepares cream puff paste less 1 or 2 eggs for stiffer paste.	1	
*	4. Heats deep fryer to 375 degrees F.	1	
*	5. Tubes cream puff paste, using star tube, onto a metal plate for immersion into fat.	1	
*	6. Uses double layer of paste for donuts.	1	
*	7. Turns correctly for even cooking.	1	
*	8. Places on grate or absorbent paper.	1	
*	9. Cools correctly.	1	
*	10. Garnishes according to production.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.42

III. TASK DESCRIPTION: Prepare puff paste products: turnovers, cream horns, crispies, napoleon slices, and patty shells.

IV. PERFORMANCE OBJECTIVE: Given necessary ingredients, recipes, and equipment, prepare puff paste products: turnovers, cream horns, crispies, napoleon slic and patty shells. To master this task, you must score 8 out of 10 on a product/performance checklist for each puff paste product.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read Professional Chef as assigned.

3) Review hand out.

4) Practice assigned task.

5) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.42.

6) After passing practical test, practice to increase speed and accuracy.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Puff Paste Products TASK NO.: 400.42		
	1. Follows personal safety/sanitation procedures.	1	
	2. Follows kitchen safety procedures.	1	
*	3. Mixes ingredients strictly according to formula.	1	
	4. Spreads fat preparation over 2/3 of dough 1½" inside edge.	1	
*	5. Folds and rolls 5 single folds. Rests dough properly between rolls and folds.	1	
*	6. Rolls out twice as long as wide, using floured work table.	1	
*	7. Brushes excess flour off between rolls.	1	
*	8. Rolls to ½" thickness caring not to rupture skin of dough.	1	
	9. Uses sharp cutter to cut shapes.	1	
	10. Fills and bakes to brown color and crisp texture.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Puff Paste Products A. Turnovers TASK NO.: 400.42		
*	1. Rolls out puff paste 1/8" thick, cuts into 5" squares.	2	
*	2. Brushes surface of squares with water.	2	
*	3. Fills with appropriate filling approx. 1½ oz.	2	
	4. Folds cornerwise to form triangle pieces with skewer to form steam hole.	1	
	5. Allows to stand 30 minutes on lined sheet pan.	1	
	6. Bakes in preheated 375 degree F. oven for 25 minutes.	1	
	7. Turn out onto cooling rack; reserves for service.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Puff Paste Products B. Cream Horns TASK NO.: 400.42		
*	1. Rolls puff paste into strips 15" wide and 48" long, 1/8" thick.	2	
*	2. Cuts into strips 1/4" wide.	2	
*	3. Brushes surface with water, rolls each strip onto cream horn tin starting at small end of tin, follows diagonal direction.	2	
	4. Rolls horns in granulated sugar.	1	
	5. Places on lined sheet pan, allows to rest 30 minutes to reduce baking shrinkage.	1	
	6. Bakes in 375 F. convection oven until light brown, approx. 20 minutes.	1	
	7. Removes from tins, fills with buttercream, reserves for service.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepares Puff Paste Products TASK NO.: 400.42 C. Crispies		
*	1. Rolls out scraps of puff paste on granulated sugar, layers 2 pieces of dough on top of one another.	2	
	2. Brushes strip of water down middle of surface, indents with rolling pin.	1	
*	3. Cuts into ½" pieces perpendicular to indentation.	2	
	4. Gives piece a half twist with cut side up, laying a small½" x 2" piece to form body.	1	
	5. Allows to stand on lined sheet pan for 15 minutes.	1	
	6. Bakes in 400 Degree F. convection oven.	1	
	7. Turns over to even color on both sides.	1	
	8. Removes and cools for service.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Puff Paste Products TASK NO.: 400.42 D. Napoleon Slices		
*	1. Rolls 1½ lb. puff paste to size of sheet pan.	2	
	2. Places on sheet pan, rests 30 minutes.	1	
*	3. Docks with dinner fork.	2	
	4. Bakes in convection oven for 25 minutes.	1	
	5. Cuts into three even strips.	1	
	6. Layers with pastry cream and whipped topping.	1	
	7. Frosts with fondant and lines of red gel, draws knife across to form pattern.	1	
	8. Cuts into bars 4" x 2", plates and reserves for service.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Prepare Puff Paste Products TASK NO.: 400.42 E. Patty Shells		
	1. Rolls out puff paste to 1/8" thickness.	1	
*	2. Uses 3" scallop round cutter to cut circles.	2	
*	3. Uses 2" scallop cutter to cut circles from 3" circles.	2	
	4. Brushes 3" circles with water, lays rims of puff paste on top.	1	
	5. Allows to stand 30 minutes.	1	
	6. Bakes at 375 F. for 30 minutes.	1	
*	7. Removes from oven and reserves for service.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Bakeshop

I. DUTY: Baking

II. TASK NO.: 400.43

III. TASK DESCRIPTION: Prepare nougats, fudge, hard candy, pralines, chocolate coated candies, and taffies.

IV. PERFORMANCE OBJECTIVE: Provided with ingredients, equipment, and necessary recipes, prepare nougats, fudge, hard candy, pralines, chocolate coated candies, and taffies. To master this task, you must score 80% on a product performance checklist for each nougat.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.43.

5) After passing test, practice to increase proficiency.

VI. REFERENCES:
1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepares Nougats TASK NO.: 400.43		
	1. Practices personal safety/sanitation procedures.	1	
	2. Practices kitchen safety procedures.	1	
	3. Gathers ingredients according to formula.	1	
	4. Mixes dry ingredients with water.	1	
	5. Cooks mixture to 250 degrees F., hard ball.	2	
	6. Beats ¼ of this syrup into the beaten egg whites gradually until mixture holds its shape.	2	
	7. Cooks remaining syrup to 300 degrees F.	1	
	8. Beats this mixture into egg white mixture.	1	
	9. Adds almond flavor and green color to tint.	1	
	10. Beats in butter until mixture is thick and satiny.	1	
	11. Stirs in nuts and presses candy into 8" square pan.	1	
	12 Lets stand until firm, cuts and wraps in plastic or wax paper.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 12
TOTAL POINTS POSSIBLE: 14

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Fudge TASK NO.: 400.43 A		
	1. Adds the milk to dry ingredients in sauce pan to form thick paste.	1	
	2. Adds butter and grated chocolate.	1	
*	3. Cooks over low heat until sugar dissolves and chocolate melts.	2	
*	4. Increases heat and boils 5 minutes or soft ball stage.	2	
	5. Removes from heat and cools until thick.	1	
	6. Pours into buttered 8" square pan.	1	
	7. Cuts into 1" square pieces before cooling.	1	
	8. Reserves for service.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Hard Candy TASK NO.: 400.43 B		
	1. Combines sugar, corn syrup, and water in heavy saucepan.	1	
*	2. Cooks, stirring until sugar is dissolved.	2	
	3. Removes stray sugar crystals from side of pan with damp pastry brush	1	
*	4. Cooks to boiling temperature to 290 degrees F.	2	
	5. Removes pan from heat, dipping into cold water to stop cooking.	1	
	6. Adds food color and flavor to syrup.	1	
	7. Pours into oiled molds.	1	
	8. Wrap in plastic or wax paper.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Pralines **TASK NO.:** 400.43 C		
	1. Combines sugar with cream and butter in heavy iron pan.	1	
*	2. Melts/cools remaining sugar in separate pan until caramel color.	2	
	3. Adds cream, butter, sugar, and syrup to caramel mixture.	1	
*	4. Adds pecan halves, cooks to 235 degrees F.	2	
	5. Removes from heat, beats until thick.	1	
	6. Drops by spoonful on parchment paper to form circles in 3" diameter.	2	
*	7. Allows to harden before serving.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Chocolate Coated Candies TASK NO.: 400.43 D		
	1. Dissolves sugar in water over medium heat to a boil in saucepan.	1	
*	2. Boils without stirring to soft ball stage.	2	
*	3. Places saucepan in cold water, beating mixture until cold and thick.	2	
	4. Shapes into ½" balls, cooling completely.	1	
	5. Melts grated chocolate in bowl over hot water.	1	
	6. Dips balls, coating completely with chocolate.	1	
	7. Places on buttered parchment paper to dry.	1	
	8. Reserves for service.	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Prepare Taffies TASK NO.: 400.43 E		
	1. Combines sugar, water, and lemon juice in saucepan.	2	
	2. Stirs over medium heat until sugar dissolves.	1	
*	3. Increases heat and cooks to soft ball stage.	2	
*	4. Adds lemon peel and cooks to hard crack stage.	2	
*	5. Covers mixture over oiled marble slab.	2	
*	6. Uses spatula to fold mixture towards center as it spreads.	1	
	7. Cools to handling stage.	1	
*	8. Pulls and kneads until mixture becomes opaque.	1	
	9. Forms long strip.	1	
	10. Cuts with oiled scissors to ½" pieces and stores in a dry place.	1	
	TOTAL POINTS EARNED:		
	POINTS NEEDED FOR MASTERY: 12 TOTAL POINTS POSSIBLE: 15		

WORK STATION: Bakeshop

I. **DUTY:** Baking

II. **TASK NO.:** 400.44

III. **TASK DESCRIPTION:** Prepare cake donuts.

IV. **PERFORMANCE OBJECTIVE:** Given a recipe, equipment, and supplies, prepare cake donuts. All steps on the product/performance checklist must be rated acceptable.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.

2) Read recipe and gather ingredients.

3) Prepare equipment needed.

4) When you feel confident in performing this task, demonstrate mastery as outlined in checklist No. 400.44.

5) After passing test, practice to increase proficiency.

VI. **REFERENCES:**

1) Professional Chef by Institutions Magazine
2) Understanding Cooking by Kotchevar-Lundberg
3) Baker's Manual by Amendola

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Prepare Cake Donuts TASK NO.: 400.44		
	1. Follows personal safety/sanitation procedures.	1	
	2. Follows kitchen safety procedures.	1	
	3. Mixes dough to formula.	1	
*	4. Turns out dough on flour dusted work table.	1	
	5. Heats fat to 375 degrees F.	1	
	6. Kneads dough slightly and hand forms to rectangle.	1	
*	7. Gently rolls dough to ½" thickness.	1	
*	8. Cuts with donut cutter, places on flour dusted sheet pan.	1	
	9. Places into fat gently, turns to cook evenly.	1	
	10. Drains correctly, placing on grate or absorbent paper for garnishing.	1	
	TOTAL POINTS EARNED:		
	POINTS NEEDED FOR MASTERY: 8 TOTAL POINTS POSSIBLE: 10		

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.1

III. TASK DESCRIPTION: Set tables for American service.

IV. PERFORMANCE OBJECTIVE: Provided with flatware, dishware, glassware, and napkin, set tables for American service. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on table setting and service.

4) After passing test, practice setting tables for American service.

5) Demonstrate understanding of table setting by performing ability to set table in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

		RATING	
RITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	Acceptable	Not Acceptable
	TASK: Set Tables for American Service TASK NO.: 500.1		
*	1. Used clean table covers.	1	
	2. Set ashtray and salt and pepper.	1	
	3. Placed water goblet above butter knife.	1	
	4. Placed bread and butter dish above salad and dinner fork.	1	
*	5. Placed dinner plate with folded napkin.	2	
*	6. Set salad and dinner fork on left correctly.	2	
*	7. Set teaspoon, soup spoon, and knife on right correctly.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.2

III. **TASK DESCRIPTION:** Set tables for French service

IV. **PERFORMANCE OBJECTIVE:** Provided with flatware, dishware, glassware, and napkin, set tables for French service. Evaluation will be acceptable rating on all items on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on table setting and service.
4) After passing test, practice setting tables for French service.
5) Demonstrate understanding of table setting by performing ability to set table in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Set Table for French Service **TASK NO.:** 500.2		
*	1. Used clean table cover	1	
	2. Placed hors d'oeuvre plate with folded napkin on top	2	
	3. Placed dinner knife to right of plate	2	
	4. Place dinner fork to left of plate	2	
	5. Placed bread and butter plate to left with knife on plate	2	
	6. Set dessert fork if appropriate	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.3

III. TASK DESCRIPTION: Set tables for Buffet service.

IV. PERFORMANCE OBJECTIVE: Given flatware, glassware, and napkins, set tables for Buffet service. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Food Service.

3) Complete test on table setting and service.

4) After passing test, practice setting tables for Buffet service.

5) Demonstrate understanding of table setting by performing ability to set table in lab.

VI. REFERENCES:

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Set tables for Buffet Service TASK NO.: 500.3		
	1. Covers tables	2	
	2. Set napkin, glassware and flatware if appropriate	2	
*	3. Place cream, sugar, salt and pepper	2	
	4. Set ashtray and match	2	
*	5. Prepare sideboard	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.4

III. TASK DESCRIPTION: Place settings for counter service.

IV. PERFORMANCE OBJECTIVE: Given flatware, napkin, and glassware, place settings for counter service. Evaluation will be acceptable rating on all * items on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Food Service.
3) Complete test on table setting and service.
4) After passing test, practice setting tables for counter service.
5) Demonstrate understanding of table setting by performing ability to set table in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

		RATING	
CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	Acceptable	Not Acceptable
	TASK: Place settings for counter service TASK NO.: 500.4		
*	1. Place napkin with knife and fork	2	
*	2. Place condiments	2	
	3. Set cream, sugar, salt and pepper	2	
*	4. Place appropriate menu	2	
	5. Place cup and saucer	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.5

III. **TASK DESCRIPTION:** Set tables for banquet service.

IV. **PERFORMANCE OBJECTIVE:** Given table covers, flatware, dishware, glassware, and napkin, set tables for banquet service. To master this task, you must score 8 out of 10, or 80%, on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on table setting and service.
4) After passing test, practice setting tables for banquet service.
5) Demonstrate understanding of table setting by performing ability to set table in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Set tables for Banquet Service TASK NO.: 500.5		
	1. Set table pattern	1	
*	2. Cover tables, set glassware and flatware	2	
	3. Place cream, sugar, salt and pepper	2	
	4. Place condiments if appropriate	2	
*	5. Prepare sideboard	3	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Dining and Service

II. TASK NO.: 500.6

III. TASK DESCRIPTION: Set tables for Russian service.

IV. PERFORMANCE OBJECTIVE: Given flatware, dishware, glassware, and napkin, set tables for Russian service. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on table setting and service.
4) After passing test, practice setting tables for Russian service.
5) Demonstrate understanding of table setting by performing ability to set table in lab.

VI. REFERENCES:

1) The Waiter/Waitress Training Manual By Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding By Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Set tables for Russian Service **TASK NO.:** 500.6		
	1. Cover table with tablecloth	2	
*	2. Set hors d oeuvre plate with folded napkin on top	2	
	3. Set dinner knife to right of plate with cutting edge toward plate	2	
*	4. Set soup spoon if appropriate, dessert fork above plate	2	
	5. Set dinner fork and butter plate with knife to left of plate	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.7

III. TASK DESCRIPTION: Set tables for cafeteria service.

IV. PERFORMANCE OBJECTIVE: Given salt/pepper shakers, condiment holder, and creamer, set tables for cafeteria service. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Food Service.

3) Complete test on table setting and service.

4) After passing test, practice setting tables for cafeteria service.

5) Demonstrate understanding of table setting by performing ability to set table in lab.

VI. REFERENCES:

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Set table for cafeteria service TASK NO.: 500.7		
	1. Clean table	2	
	2. Place condiments	2	
	3. Set salt, pepper	2	
	4. Set ashtray	2	
	5. Place tabletents if appropriate	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.8

III. TASK DESCRIPTION: Receive reservations for dining.

IV. PERFORMANCE OBJECTIVE: Given reservation log and telephone desk, receive reservations for dining. To master this task, you must score 100% on the performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on taking reservations.

4) After passing test, practice taking phone reservations.

5) Demonstrate ability to correctly receive phone reservations by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Receive reservations for dining TASK NO.: 500.8		
*	1. Answer phone in a complimentary manner	2	
*	2. Keep two pens with reservation book	2	
*	3. Has up to date menu and table information	2	
*	4. Records number of guests and time	2	
*	5. Gives and receives all appropriate special information	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8/10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.9

III. TASK DESCRIPTION: Greet guests.

IV. PERFORMANCE OBJECTIVE: Given role playing or real guests in a restaurant, greet guests. To master this task, you must score 100% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on dining room procedures.

4) After passing test, practice greeting guests.

5) Demonstrate ability to greet guests by passing practical exam in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Greet Guests TASK NO.: 500.9		
*	1. Has presentable appearance	2	
*	2. Is not over-familiar with guests	2	
*	3. Uses complimentary greeting	2	
*	4. Directs guests to coat racks	2	
*	5. Presents any up to date information needed by guest	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.10

III. **TASK DESCRIPTION:** Seat guests.

IV. **PERFORMANCE OBJECTIVE:** Provided with seating chart, seat guests. To master this task, you must score 80% on a product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on seating guests.
4) After passing test, practice seating guests.
5) Demonstrate ability to correctly seat guests by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	Not Acceptable
	TASK: Seat guests TASK NO.: 500.10		
*	1. Escorts guest in best traffic pattern	2	
	2. Holds chair for lady if appropriate	1	
*	3. Merchandises cocktails	2	
	4. Present menu	2	
*	5. Provides guest with all up to date information	3	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.11

III. TASK DESCRIPTION: Present menus to guests.

IV. PERFORMANCE OBJECTIVE: Provided with appropriate menus, present menus to guests. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on presenting menus to guests.

4) After passing test, practice presenting menus to guests.

5) Demonstrate ability to correctly present menus to guests by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Present menus to guests TASK NO.: 500.11		
	1. Obtains clear menus	1	
*	2. Checks for current menu prices	2	
	3. Obtains appropriate meal menu	2	
	4. Presents menu from left of guest	2	
*	5. Can explain basic preparation of all menu items	3	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.12

III. TASK DESCRIPTION: Make suggestions from menu to guests.

IV. PERFORMANCE OBJECTIVE: Provided with merchandising information from chef, make suggestions from menu to guests. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on making suggestions from menu to guests.

4) After passing test, practice making suggestions from menu to guests.

5) Demonstrate ability to correctly make suggestions from menu to guests.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	RATING Not Acceptable
	TASK: Make suggestions from menu to guests TASK NO.: 500.12		
*	1. Is aware of all specials	2	
	2. Knows over produced items	1	
*	3. Effectively suggests food items to guests	3	
	4. Suggests contrasting profitable menu items	2	
	5. Is not over aggressive to unsure guest	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.13

III. TASK DESCRIPTION: Take orders from guests.

IV. PERFORMANCE OBJECTIVE: Provided with guests checks and ball point pen, take orders from guests. Mastery will be demonstrated by scoring 8 out of 10, or 80%, on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on taking orders from guests.
4) After passing test, practice taking orders from guests.
5) Demonstrate ability to correctly take orders from guests by passing practical test in lab.

VI. REFERENCES:

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Take orders from guests TASK NO.: 500.13		
*	1. Follows etiquette of order taking	2	
	2. Takes orders from right of host in large group and counter-clockwise	2	
	3. Keeps appropriate guest checks and makes needed copies	2	
	4. Uses clear and accepted abbreviations	2	
*	5. Clarify any special request from guests	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.14

III. **TASK DESCRIPTION:** Receive order by phone.

IV. **PERFORMANCE OBJECTIVE:** Given order pad and ball point pen, receive order by phone. Mastery will be demonstrated by receiving an acceptable rating on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on receiving orders by phone.
4) After passing test, practice receiving orders by phone.
5) Demonstrate ability to correctly receive orders by phone by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Receive order by phone TASK NO.: 500.14		
	1. Identifies house and self when answering phone	2	
	2. Keeps appropriate order pad and pen	2	
	3. Explains time and special requirements	2	
	4. Explains charges and require name and phone number	2	
	5. Double checks by recalling in case of questionable order	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.15

III. TASK DESCRIPTION: Place orders for preparation.

IV. PERFORMANCE OBJECTIVE: Given complete guest checks on hot and cold food location and order wheel, place orders for preparation. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on placing orders for preparation.

4) After passing test, practice placing orders for preparation..

5) Demonstrate ability to correctly place orders for preparation by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Place orders for preparation TASK NO.: 500.15		
	1. Has completed order	2	
	2. Decides timing of order placement	2	
	3. Relays order to rules of house	2	
	4. Hangs duplicate order on wheel	2	
	5. Knows which dishes are prepared in which station	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.16

III. TASK DESCRIPTION: Pick up and serve orders to guests.

IV. PERFORMANCE OBJECTIVE: Given completed preparation location and service tray or cart, pick up and serve orders to guests. Mastery will be demonstrated by scoring 80% on a product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on picking up and serving orders to guests.

4) After passing test, practice picking up and serving orders to guests.

5) Demonstrate ability to correctly pick up and serve orders to guests by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Pick up and serve orders to guests TASK NO.: 500.16		
	1. Picks up appropriate items from appropriate station	2	
	2. Completes items that can be waiter/waitress prepared	2	
	3. Announces picking up order	2	
	4. Gather service equipment and accessories	2	
	5. Assembles orders effectively on serving tray	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.17

III. TASK DESCRIPTION: Insure that order is prepared as ordered.

IV. PERFORMANCE OBJECTIVE: Provided with a checklist for completed dishes, insure that order is prepared as ordered. Mastery will be demonstrated by scoring 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on insuring that orders are prepared as ordered.

4) After passing test, practice insuring that orders are prepared as ordered.

5) Demonstrate ability to correctly insure that orders are prepared as ordered by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	RATING Not Acceptable
	TASK: Insure that order is prepared as ordered		
	TASK NO.: 500.17		
	1. Present complete order	2	
	2. Knows sequence of pick up	2	
	3. Gathers all accompaniments	2	
*	4. Picks up cold food	1	
	5. Checks for cold plates	1	
	6. Checks hot foods (steak flags and special reguests)	1	
	7. Covers hot foods on hot plates	1	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.18

III. TASK DESCRIPTION: Serve orders to guests.

IV. PERFORMANCE OBJECTIVE: Provided with a work-flow chart and service sequence, serve orders to guests. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on serving orders to guests.

4) After passing test, practice serving orders to guests.

5) Demonstrate ability to correctly serve orders to guests by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Serve orders to guests **TASK NO.:** 500.18		
*	1. Follows house routine of service	2	
	2. Serves all food from left of guests (American)	2	
	3. Serves beverages from right	2	
	4. Clears from right	2	
*	5. Follows order of service women first	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.19

III. TASK DESCRIPTION: Replenish food and beverages.

IV. PERFORMANCE OBJECTIVE: Provided with water, coffee, condiments, and bread/butter, replenish food and beverages. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on replenishing food and beverages.

4) After passing test, practice replenishing food and beverages.

5) Demonstrate ability to correctly replenish food and beverages by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Replenish food and beverages TASK NO.: 500.19		
	1. Stock table with full, clean, containers of salt, pepper and condiments	2	
	2. Refills water as needed	2	
	3. Inquires about refills of drinks or wine	2	
	4. Inquire about coffee refills	2	
	5. Refills rolls and butter as needed	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.20

III. TASK DESCRIPTION: Complete sales check.

IV. PERFORMANCE OBJECTIVE: Provided with schedule of charges and calculator, complete sales check. Mastery will be demonstrated by scoring 100% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on completing sales checks.

4) After passing test, practice completing sales checks.

5) Demonstrate ability to correctly complete sales checks by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Complete sales check TASK NO.: 500.20		
*	1. Lists all items on sales check.	1	
*	2. Price all items on sales check.	1	
*	3. Identifies self and number of guests on sales check.	2	
*	4. Uses adding machine to total prices.	2	
*	5. Includes bar order, tax and cover charge if appropriate.	2	
*	6. Completed sales check total is correct.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.21

III. TASK DESCRIPTION: Present sales check.

IV. PERFORMANCE OBJECTIVE: Provided with sales check presentation plate, present sales check. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on presenting sales checks.
4) After passing test, practice presenting sales checks.
5) Demonstrate ability to correctly present sales checks by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Present sales check TASK NO.: 500.21		
*	1. Rechecks prices and totals before arriving at guest table	2	
*	2. Writes thank you and name on back of check	2	
	3. Makes sure guests do not need anything more	2	
	4. Presents check to guests	2	
	5. Follows house policy on handling payment	2	
	6. Totals check at guest table		2

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.22

III. TASK DESCRIPTION: Process sales check.

IV. PERFORMANCE OBJECTIVE: Provided with cashier, cash register, credit card, and processer, process sales check. To master this task, you must score 100% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on processing sales checks.
4) After passing test, practice processing sales checks.
5) Demonstrate ability to correctly process sales checks by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

RITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Process sales check **TASK NO.:** 500.22		
*	1. Follows house policy on credit cards or sales check handling	2	
*	2. Double counts change	2	
	3. Presents guest with change	2	
	4. Uses complimentary statement to guest	2	
	5. Leaves table immediately after complimentary statement	2	
	6. Lingers at guest table		- 2

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10

TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.23

III. TASK DESCRIPTION: Count change.

IV. PERFORMANCE OBJECTIVE: Provided with change from cashier, count change. To master this task, you must score 100% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on counting change.

4) After passing test, practice counting change.

5) Demonstrate ability to correctly count change by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Watress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Count change TASK NO.: 500.23		
*	1. Double check change from cashier	2	
*	2. Lays out change on counter to check	2	
*	3. Counts large to small; bill to change	2	
*	4. Reports any discrepancy immediately	2	
*	5. Presents guest with change according to house policy	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.24

III. TASK DESCRIPTION: Issue receipt for payment.

IV. PERFORMANCE OBJECTIVE: Provided with completed guest check receipt, issue receipt for payment. To master this task, you must score 100% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on issuing receipts for payment.

4) After passing test, practice issuing receipts for payment.

5) Demonstrate ability to correctly issue receipts for payment by passing practical test in lab.

VI. REFERENCES:

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Issue receipt for payment **TASK NO.:** 500.24		
	1. Checks for imprint of card or cash register on all copies	2	
	2. Checks date of receipt	2	
	3. Presents customer copy to guest	2	
	4. Files house copy per policy	2	
	5. Maintains sequence of blank checks to use	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.25

III. TASK DESCRIPTION: Acknowledge guest payment.

IV. PERFORMANCE OBJECTIVE: Using a complimentary statement, acknowledge guest payment. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on acknowledging guest payment.
4) After passing test, practice acknowledging guest payment.
5) Demonstrate ability to correctly acknowledge guest payment by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Acknowledge guest payment TASK NO.: 500.25		
	1. Presents change to guest	2	
	2. Presents guest receipt	2	
	3. Presents credit card if used	2	
	4. Explains any noteworthy information	2	
	5. Thanks guest and urges return	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.26

III. TASK DESCRIPTION: Serve alcoholic beverages.

IV. PERFORMANCE OBJECTIVE: Using completed drinks, cocktail napkins, and bar tray, serve alcoholic beverages. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on serving alcoholic beverages.
4) After passing test, practice serving alcoholic beverages.
5) Demonstrate ability to correctly serve alcoholic beverages by passing practical test in lab.

VI. REFERENCES:

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Serve alcoholic beverages TASK NO.: 500.26		
	1. Uses clean glasses	2	
	2. Uses clean bar trap	2	
	3. Stirs clear drinks and shakes sugared drinks	2	
	4. Garnishes drinks	2	
	5. Serves from right and double checks salescheck. Card guest if questionable.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.27

III. TASK DESCRIPTION: Serve flaming foods at tableside.

IV. PERFORMANCE OBJECTIVE: Using flame cart and appropriate partially prepared foods, serve flaming foods at tableside. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on serving flaming foods at tableside.
4) After passing test, practice serving flaming foods at tableside.
5) Demonstrate ability to correctly serve flaming foods at tableside by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

RITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Serve flaming food at table side **TASK NO.:** 500.27		
	1. Prepares flame cart with all accompaniments	2	
	2. Observe safety rules of flaming preparation	2	
	3. Provide dishes with small amount of brandy	2	
	4. Transfer finished food to serving platter	2	
*	5. Observe rules of quiet showmanship	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.28

III. TASK DESCRIPTION: Carve meat at tableside.

IV. PERFORMANCE OBJECTIVE: Provided with roasted meat, cutting board, carving knife, and cart, carve meat at tableside. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on carving meat at tableside.

4) After passing test, practice carving meat at tableside.

5) Demonstrate ability to correctly carve meat at tableside by passing practical test in lab.

VI. REFERENCES:
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Carve meat at tableside TASK NO.: 500.28		
	1. Gather appropriate carving knives	2	
	2. Carve across grain where appropriate	2	
	3. Observe safety considerations	2	
	4. Remove bones where appropriate	2	
	5. Place meat to fill plate and garnish effectively, according to amount listed on menu	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.29

III. TASK DESCRIPTION: Toss Ceasar salad at tableside.

IV. PERFORMANCE OBJECTIVE: Provided with cart, salad bowl, serving tongs, and partially prepared food, toss Ceasar salad at tableside. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on tossing Ceasar salad at tableside.
4) After passing test, practice tossing Ceasar salad at tableside.
5) Demonstrate ability to correctly toss Ceasar salad at tableside by passing practical test in lab.

VI. REFERENCES:

1) The Waiter/Waitress Training by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Toss Caesar Salad at tableside TASK NO.: 500.29		
*	1. Stack salad cart with all ingredients	2	
	2. Tear lettuce into bowl	2	
*	3. Wash anchovies with oil, salt, pepper, worcestershire, dry mustard and fresh lemon juice and pour over lettuce	2	
	4. Remove coddled eggs from shells and pour over salad	2	
	5. Sprinkle with parmesan, toss with croutons and serve	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.30

III. TASK DESCRIPTION: Fold linen napkins.

IV. PERFORMANCE OBJECTIVE: Using square linen napkins and napkin folding chart, fold linen napkins. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on folding linen napkins.
4) After passing test, practice folding linen napkins.
5) Demonstrate ability to correctly fold linen napkins by passing practical test in lab.

VI. REFERENCES:

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Fold linen napkins **TASK NO.:** 500.30		
	1. Gather napkin bundle	2	
	2. Clear surface	2	
*	3. Square napkins	2	
	4. Four folds rectangle	2	
	5. Stack in bus pan for use	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.31

III. TASK DESCRIPTION: Review menus for daily specials and changes.

IV. PERFORMANCE OBJECTIVE: Provided with menus and daily specials list, review menus for daily specials and changes. To master this task, you must score 80% on the performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on reviewing menus for daily specials and changes.
4) After passing test, practice reviewing menus for daily specials and changes.
5) Demonstrate ability to correctly review menus for daily specials and changes by passing practical test in lab.

VI. REFERENCES:

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Review menus for daily specials and changes TASK NO.: 50Q.31		
	1. Gather menus	2	
*	2. Insert clean "specials" flags	2	
	3. Check price	2	
*	4. Change items or prices	2	
	5. Reviews all changes with supervisor	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.32

III. TASK DESCRIPTION: Review menus for coupons available to guests.

IV. PERFORMANCE OBJECTIVE: Given coupon reference list and daily menus, review menus for coupons available to guests. To master this task, you must score 80% on performance/product checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.

2) Read references in Introduction to Professional Foodservice.

3) Complete test on reviewing menus for coupons available to guests.

4) After passing test, practice reviewing menus for coupons available to guests.

5) Demonstrate ability to review menus for coupons available to guests by passing practical test in lab.

VI. REFERENCES:

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Review menus for coupons available to guest TASK NO.: 500.32		
	1. Gather menus	2	
*	2. Obtain all information about coupon offerings	2.	
*	3. "Dates" coupons for current dates	2	
	4. "Star" training menu for reminder	2	
	5. Reviews information with supervisor.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.33

III. **TASK DESCRIPTION:** Replenish condiments.

IV. **PERFORMANCE OBJECTIVE:** Provided with condiments and refill equipment, replenish condiments. To master this task, you must score 80% on the performance/product checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on replenishing condiments.
4) After passing test, practice replenishing condiments.
5) Demonstrate ability to correctly replenish condiments by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Replenish condiments TASK NO.: 500.33		
	1. Obtain condiment refill material.	2	
	2. Clean condiment containers.	2	
	3. Fill condiment containers.	2	
	4. Replace container where needed.	2	
	5. Places condiments in caddies.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. DUTY: Service and Dining

II. TASK NO.: 500.34

III. TASK DESCRIPTION: Replenish sundries.

IV. PERFORMANCE OBJECTIVE: Using refill inventories of cigars, cigarettes, mints, etc., replenish sundries. To master this task, you must score 80% on the product/performance checklist.

V. LEARNING ACTIVITIES:

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on replenishing sundries.
4) After passing test, practice replenishing sundries.
5) Demonstrate ability to correctly replenish sundries by passing practical test in lab.

VI. REFERENCES:

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodserive by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Replenish sundries TASK NO.: 500.34		
	1. Inventories sundries	2	
	2. Completes requisition for storeroom	2	
	3. Obtain sundries	2	
	4. Fill sundries display case	2	
	5. Cleans glass of sundries case	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.35

III. **TASK DESCRIPTION:** Set up high chair.

IV. **PERFORMANCE OBJECTIVE:** Provided with high chair and set-up location, set up high chair. To master this task, you must score 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on setting up high chair.
4) After passing test, practice setting up high chair.
5) Demonstrate ability to correctly set up high chair by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

		RATING	
CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	Acceptable	Not Acceptable
	TASK: Set up high chair **TASK NO.:** 500.35		
	1. Determine need for high chair.	2	
*	2. Obtain clean high chair.	2	
	3. Set up high chair next to parent.	2	
	4. Help parent if requested.	2	
*	5. Double check clasp on high chair tray.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500136

III. **TASK DESCRIPTION:** Arrange tables and chairs per reservation.

IV. **PERFORMANCE OBJECTIVE:** Given number in party, location, time, chairs, and tables, arrange tables and chairs per reservation. To master this task, you must score 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on arranging tables and chairs per reservation.
4) After passing test, practice arranging tables and chairs per reservation.
5) Demonstrate ability to correctly arrange tables and chairs per reservation by passing practical test in lab.

VI. **REFERENCES:**
1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Arrange tables and chairs per reservation **TASK NO.:** 500.36		
*	1. Obtain tables and chairs to accommodate number in party	2	
	2. Check for safety and repair	2	
	3. Clean tables and chairs	2	
	4. Obtain location and pattern information	2	
*	5. Place tables and chairs to number, space and pattern	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.37

III. **TASK DESCRIPTION:** Place table covering on tables.

IV. **PERFORMANCE OBJECTIVE:** Provided with table size, location, and table covers, place table covering on tables. To master this task, you must score 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on placing table covering on tables.
4) After passing test, practice placing table covering on tables.
5) Demonstrate ability to correctly place table covering on tables by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Place table covering on tables TASK NO.: 500.37		
	1. Obtain clean table covers	2	
	2. Review table pattern	2	
	3. Unfold table cover onto table	2	
*	4. Check for stains or holes	2	
*	5. Hangs table cover evenly down sides of table	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.38

III. **TASK DESCRIPTION:** Place reservation cards on tables.

IV. **PERFORMANCE OBJECTIVE:** Given name, number, and location, place reservation cards on tables. To master this task, you must score 80% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on placing reservation cards on tables.
4) After passing test, practice picking up and serving orders to guests.
5) Demonstrate ability to correctly place reservation cards on tables by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Place Reservation Cards on Tables **TASK NO.:** 500.38		
*	1. Checks tables for correct setting.	2	
	2. Checks log for count and location.	2	
	3. Obtains reservation cards.	2	
*	4. Spells information correctly on cards.	2	
	5. Secures cards to insure that no mistakes occur.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.39

III. **TASK DESCRIPTION:** Load vehicle to transport to serving line.

IV. **PERFORMANCE OBJECTIVE:** Provided with list of food and cart, load vehicle to transport to serving line. To master this task, you must score 80% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on loading vehicle to transport to serving line.
4) After passing test, practice loading vehicle to transport to serving line.
5) Demonstrate ability to correctly load vehicle to transport to serving line by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Load Vehicle to Transport to Serving Line **TASK NO.:** 500.39		
*	1. Obtains clean food cart.	2	
*	2. Follows list of foods needed.	2	
	3. Collects and loads food on cart.	2	
	4. Transports to safest route to serving line.	2	
	5. Helps unload food and places properly on line.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.40

III. **TASK DESCRIPTION:** Advertise daily specials for cafeteria service.

IV. **PERFORMANCE OBJECTIVE:** Provided with menu board, alphabet letters, numbers, and list of specials, advertise daily specials for cafeteria service. To master this task, you must score 100% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on advertising daily specials for cafeteria service.
4) After passing test, practice advertising daily specials for cafeteria service.
5) Demonstrate ability to advertise daily specials for cafeteria service by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Advertise Daily Specials for Cafeteria Service TASK NO.: 500.40		
	1. Obtains menu board.	2	
*	2. Uses alphabet letters, numbers, and list of specials.	2	
*	3. Completes menu board, taking care to spell correctly.	2	
	4. Seeks approval from serving line supervisor.	2	
	5. Mounts menu board correctly.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 10
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.41

III. **TASK DESCRIPTION:** Clean up spills on tables during service.

IV. **PERFORMANCE OBJECTIVE:** Provided with table,busing cart, bucket of clean warm water and clean towel, clean up spills on tables during service. To master this task, you must score 80% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on cleaning up spills on tables during service.
4) After passing test, practice cleaning up spills on tables during service.
5) Demonstrate ability to correctly clean up spills on tables during service by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Clean up Spills on Tables During Service TASK NO.: 500.41		
*	1. Uses clean bussing cart.	2	
	2. Obtains clean towels.	2	
*	3. Obtains clean warm soapy water.	2	
	4. Obtains rinse water in bucket.	2	
	5. Washes and rinses tables as needed.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.42

III. **TASK DESCRIPTION:** Replace soiled ashtrays during service.

IV. **PERFORMANCE OBJECTIVE:** Using a clean ashtray, replace soiled ashtrays during service. To master this task, you must score 80% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on replacing soiled ashtrays during service.
4) After passing test, practice replacing soiled ashtrays during service.
5) Demonstrate ability to correctly replace soiled ashtrays during service by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	RATING Not Acceptable
	TASK: Replace Soiled Ashtrays During Service **TASK NO.:** 500.42		
*	1. Obtain clean unchipped ashtrays.	2	
*	2. Removes soiled ashtray from table, covering top so ashes do not spill.	2	
	3. Replaces clean ashtray.	2	
	4. Places matches in ashtray.	2	
	5. Maintains covered container to reduce blowing ashes and smells.	2	
	TOTAL POINTS EARNED:		

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.43

III. **TASK DESCRIPTION:** Clean crumbs from table during service.

IV. **PERFORMANCE OBJECTIVE:** Provided with two napkins, clean crumbs from table during service. To master this task, you must score 80% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on cleaning crumbs from table during service.
4) After passing test, practice cleaning crumbs from table during service.
5) Demonstrate ability to correctly clean crumbs from table during service by passing practical test in lab..

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Clean Crumbs from Table During Service **TASK NO.:** 500.43		
*	1. Obtain two napkins and crumb containers.	2	
	2. Uses one napkin to brush crumbs into another.	2	
	3. Maintains container on bus cart for crumbs if needed.	2	
*	4. Excuses self to guests while maintaining tables.	2	
	5. Guards against brushing crumbs on guests or floor.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.44

III. **TASK DESCRIPTION:** Remove soiled dinnerware from tables.

IV. **PERFORMANCE OBJECTIVE:** Using a buspan and bus cart, remove soiled dinnerware from tables. To master this task, you must score 80% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on removing soiled dinnerware from tables.
4) After passing test, practice removing soiled dinnerware from tables.
5) Demonstrate ability to correctly remove soiled dinnerware from tables by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Akien
2) Introduction to Professional Foodservices by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Remove Soiled Dinnerware from Tables TASK NO.: 500.44		
*	1. Obtains clean bus cart and bus pan	2	
	2. Approaches table without disturbing other guests.	2	
	3. Removes soiled plates.	2	
	4. Scrapes food into proper container.	2	
*	5. Stacks soiled plates, glasses, and flatware in bus pan quietly.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.45

III. **TASK DESCRIPTION:** Remove all tableware from table.

IV. **PERFORMANCE OBJECTIVE:** Using a buspan and bus cart, remove all tableware from table. To master this task, you must score 80% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on removing all tableware from table.
4) After passing test, practice removing all tableware from table.
5) Demonstrate ability to correctly remove all tableware from table by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING Acceptable	 Not Acceptable
	TASK: Remove all Tableware from Table TASK NO.: 500.45		
*	1. Obtains clean bus cart.	2	
	2. Guides cart to tables without disturbing guests.	2	
	3. Removes all items from top of table.	2	
*	4. Handles all items to insure against dropping on floor.	2	
	5. Returns to station and stores items correctly	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10

WORK STATION: Dining Room

I. **DUTY:** Service and Dining

II. **TASK NO.:** 500.46

III. **TASK DESCRIPTION:** Set up serving lines.

IV. **PERFORMANCE OBJECTIVE:** Using serving pans and daily menus, set up serving lines. To master this task, you must score 80% on the product/performance checklist.

V. **LEARNING ACTIVITIES:**

1) Attend demonstration by instructor.
2) Read references in Introduction to Professional Foodservice.
3) Complete test on setting up serving lines.
4) After passing test, practice setting up serving lines.
5) Demonstrate ability to correctly set up serving lines by passing practical test in lab.

VI. **REFERENCES:**

1) The Waiter/Waitress Training Manual by Aiken
2) Introduction to Professional Foodservice by Institutions Magazine
3) A Guide to Napkin Folding by Ginders

CRITICAL ITEMS	ITEMS TO BE OBSERVED/CHECKED	RATING	
		Acceptable	Not Acceptable
	TASK: Set Up Serving Lines TASK NO.: 500.46		
*	1. Cleans serving line tops, sneeze guards, and pan wells.	2	
	2. Obtains serving line pan from supervisor.	2	
	3. Obtains correct size serving pans.	2	
*	4. Places pans in wells to traffic pattern.	2	
	5. Seeks approval from supervisor.	2	

TOTAL POINTS EARNED:

POINTS NEEDED FOR MASTERY: 8
TOTAL POINTS POSSIBLE: 10